

## **DRIVER/MAINTENANCE:**

The Driver / Maintenance worker, under the supervision of the Vice President of Operations is responsible for transporting program participants to and from the facility and other places as assigned. Additionally, cleaning, maintaining, (agency vehicles, building, offices, and offsite units) and minor office/building repair and painting in accordance with organizational standards and guidelines.

### **Primary Responsibilities:**

- Transporting program participants as assigned and working effectively with Department Supervisors/Directors as it relates to transportation for program participants
- Maintaining working knowledge of janitorial equipment used for routine custodial work
- Opening and closing the building
- Cleaning, bathrooms, offices, replenishing cleaning supplies
- Making minor repairs to equipment, buildings, including some plumbing repairs (opening drains, unplugging toilets)
- Building maintenance - sweeping, moping, dusting, room set up and break down if necessary
- Other duties as assigned by supervisor
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### **Qualifications:**

- Must be able to pass Michigan State Police Background clearance
- Commercial Driver's License Required
- High School Diploma and/or equivalent and/or 2 years performing the same
- Must be able to work flexible hours, including nights and weekends
- Must be able to operate light commercial and passenger vehicles
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### **Job Type: Full-time and Part-time**

### **Required education:**

- High school or equivalent

### **Required experience:**

- Maintenance: 2 years

### **Required license or certification:**

- Commercial Driver's License

**Please sent resumes to [wmclain@franklinwright.org](mailto:wmclain@franklinwright.org)**