



JOB OPPORTUNITY REFERRAL

Job Title:	Handyman	Job Category:	Ministry
Department/Business/Organization:	Volunteers of America		
Location:	Binghamton, NY	Job information:	Part-time (32 hours per week)
HR Contact:	Student Development	Date posted:	January xx, 2014
Applications Accepted By:			
STUDENT DEVELOPMENT studentdevelopment@davisny.edu Attention: Job Opportunities			
Job Description			
ROLES AND RESPONSIBILITIES <ul style="list-style-type: none"> Adhere to policies and procedures as enumerated by the Volunteers of America Handbook and/ or department directives. Responsible for the completion of work orders as they are requested for by internal customers. Complete preventative maintenance as assigned and help to schedule and prioritize work orders. With direction, performs preventative maintenance generally defined as painting, electrical, plumbing and carpentry as well as light HVAC duties. Light landscaping, snow plowing and shoveling may also be required. Maintains positive communication with customers, both internal and external May be for on call duties and occasional weekend work. Potentially responsible for other jobs as assigned. 			
REQUIRED SKILLS / INTEREST / EXPERIENCE: <ul style="list-style-type: none"> High school graduate or equivalent At least 1 year of experience working in a facility department or building and grounds department Combination of education and experience may be considered Team-oriented and collaborative Demonstrated customer service skills Ability to successfully pass all state and federal background clearances as applicable Clean NYS Driver's License 			
ADDITIONAL NOTES Applicants must have faculty or staff recommendation. Please see Student Development for further details.			