

**Job Title:** Shelter Property Staff  
**Reports To:** Shelter Program Manager  
**FLSA Status:** Full-time, Non-exempt, Regular  
**Department:** Support Shelter  
**Job Classification:** 2 – Program Assistant

## **SUMMARY**

The Shelter Property Staff works with the Shelter Program Manager and Shelter Housekeeper to turn over vacated shelter units and perform light maintenance and upkeep to ensure that the YWCA Shelter building and grounds continually meet health, safety, and program standards for physical spaces. This position performs a variety of tasks and projects as directed by the Shelter Program Manager, and may occasionally provide assistance to other maintenance or operations projects as the need arises. This is not a direct service position, but may assist direct service staff in the shelter.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Upkeep of shelter building and grounds by performing minor repairs and routine maintenance. Tasks may include but are not limited to such things as painting, caulking, patching drywall, cleaning, grounds keeping, stocking and inventory of supplies, changing light bulbs, blinds or curtains, window screens and window stops, hanging art, tightening or replacing hinges and hardware, installing child proofing products, etc.
- Turns over vacant shelter units, preparing them for new clients in cooperation with the Shelter Housekeeper and Shelter Program Manager, strictly adhering to standard unit turn-over procedures and program standards for physical spaces.
- May assist shelter staff with pest protocols for new intakes.
- Proactively engages in safe practices for work activities, tool and equipment use, and a mindset of best-practices in regards to overall workplace safety, following product specifications and directions, including maintaining all work and storage areas in a clean and organized manner.
- Coordinates with Shelter Program Manager to procure needed supplies, following the appropriate expenditure procedures.
- Keeps supply inventory and accounts for purchased products with a mindset of stewardship and avoiding wastefulness or improper use of products and supplies.
- May pick up supplies and donations as needed for shelter.
- Facilitates on-site presence of vendors as situations dictate.
- Cleans snow and debris from sidewalk; proactively uses de-icer in weather-indicated conditions.
- Maintains parking areas, walkways, and egress paths at the shelter building.
- May mow grass, trim shrubbery, or cultivate flowers/plants in areas not covered by contracted landscaping service.
- Proactively inspects shelter building and grounds for routine and preventative maintenance needs, compliance issues, and life safety issues.
- Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Complete and submit work orders as appropriate for higher-level maintenance such as plumbing and electrical.
- Implements professional boundaries when performing duties in occupied space, redirecting clients to direct service staff.

This is a general description of the responsibilities of the position; additional tasks may arise in the course of work that are related to this job description.

#### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Commitment to YWCA vision, mission and values
- Strong adherence to workplace safety standards
- Strong attention to detail
- Working knowledge of basic maintenance functions and tools
- Ability to communicate with clients in a confidential and sensitive manner with clear professional boundaries
- Ability to work effectively with diverse people
- Ability to effectively perform basic job duties in a high quality manner
- Ability to operate required hand and power tools safely and effectively
- Ability to send and retrieve e-mail
- Ability to create, open & save Word documents
- Ability to manage time effectively with multiple projects going on
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively to vendors and other employees
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.

#### **OTHER QUALIFICATIONS**

- Must have the ability to transport self in and around Pierce County. If that includes driving a personal vehicle, then must possess current and valid Washington State Driver's license as well as insurance per Washington State Law
- Be comfortable driving rental or other non-personal vehicle, including box van or truck
- Acceptable criminal history record
- Domestic Violence Victim Services training within first year of employment

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand for extended periods of time. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

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**WORK ENVIRONMENT (cont.)**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate, but occasionally work involves operating machinery that requires ear protection.