

# **GENESEE VALLEY RURAL PRESERVATION COUNCIL, INC.**

## **MAINTENANCE MANAGER / CARETAKER**

### **JOB OVERVIEW**

The Caretaker is responsible for upkeep and maintenance of buildings, grounds and equipment in order to protect the safety of residents, visitors, and staff and the quality of the property.

### **Duties and Responsibilities**

- Complete minor repairs - plumbing, electrical, painting
- Grounds maintenance
- Clean common areas
- Snow Removal
- Prepare vacant apartments for leasing
- Provide response for lock-outs and emergency repairs
- Preventive Maintenance

### **Skills / Knowledge Requirements**

- Ability in areas of maintenance duties, plumbing, electrical, painting, grounds keeping
- Willingness to work with elderly/disabled residents
- Ability to be available for emergency response
- Ability to work indoors and outdoors in all weather conditions
- Ability to perform physical tasks. Physical ability to access all areas of buildings and grounds and lift up to 50 pounds.
- Valid driver's license

### **Qualifications**

- Experience: Demonstrated ability to perform building maintenance or experience in related building trade consisting of repairs, construction, refurbishing, and minor plumbing.
- Education: High School Diploma or equivalent/G.E.D.

**GENESEE VALLEY RURAL PRESERVATION COUNCIL, INC.**

5861 Groveland Station Road

Mt. Morris, NY 14510

Email: drea@gvrpc.com

**APPLICATION FOR EMPLOYMENT**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_ **EXPECTED RATE OF PAY:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** (Start with most recent employment)

1. **Employer:** \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. **Employer:** \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. **Employer:** \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Education:** \_\_\_\_\_  
\_\_\_\_\_

**Computer Experience:** \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Permission to contact former employers & others for references? Yes \_\_\_\_\_ No \_\_\_\_\_  
Any exceptions? \_\_\_\_\_

**References other than family members:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Personal or Business reference? \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Personal or Business reference? \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Personal or Business reference? \_\_\_\_\_

<b>Days / Hours Available to work:</b>
No preference _____
Mon _____
Tue _____
Wed _____
Thu _____
Fri _____
Sat _____
Sun _____

**Skills:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below I am making the statement that any and all information provided to GVRPC, Inc. within this document and any employment application materials I have submitted, including resume (if applicable) is true.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_