



**Heading Home**  
186 Massachusetts Avenue  
Boston, MA 02115  
T: (617) 864-8140 F: (617) 864-2541  
[www.headinghomeinc.org](http://www.headinghomeinc.org)

**Job Title:** General Laborer III  
**Reports To:** Director of Real Estate  
**Location:** Boston, MA 02115  
**Salary:** \$28.00 - \$30.25 Per Hour  
**Position Type:** Full-time

Heading Home is seeking an energetic, motivated individual to join our Facilities and Maintenance team! The ideal candidate will enjoy being on the road with frequent travel throughout the Greater Boston & Lawrence areas to maintain the various properties scattered across locations. The General Laborer Level III is responsible for the maintenance and cleanliness of all company properties as assigned by the Facilities & Maintenance Supervisor, and / or Sr. Director / Director of Real Estate.

### **Essential Job Functions**

**Daily Cleaning and Complete Cleanouts of Property/Facilities:** Including but not limited to general cleanings, cleanouts, window cleaning, general rubbish, and waste removal, and all to be followed through to completion, including post-inspection confirmation and reporting.

**Furniture Replacement and Removal:** Replacement and disposal of damaged furniture by lifting, carrying, and loading furniture to be followed through to completion, including post-inspection confirmation and reporting.

**Maintain and Repair Property/Facilities:** Including but not limited to general facility repairs and property maintenance, replacement or repair of windows and doors, simple plumbing repairs, drywall repairs, lock replacement, smoke detector battery replacement or installation of new detectors, installation/removal of window guards, installation/removal of window blinds, caulking and sealant application and all to be followed through to completion including post-inspection confirmation and reporting.

**Maintenance Grounds:** Including but not limited to mowing, planting lawns, trimming shrubs and trees to be followed through to completion, including post-inspection confirmation and reporting.

**Maintain an Inventory of Tools/Equipment, Supplies, and Furniture:** Maintain an adequate supply of Tools. Maintain equipment, cleaning/maintenance supplies, and furniture in a professional manner to general industry standards.

### **Additional Required Job Functions**

- Attend staff and management meetings
- Utilize Work Order Software to schedule, communicate, and plan workload, including for routine and event-specific tasks



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- Frequent overtime required
- Respond to off hour's critical calls to resolve facility issues / Rotating On-call Schedule
- Coordinate with other departmental supervisors and contractors
- Other duties as assigned by supervisor or other management

### **Required Experience and Skills:**

Ability to perform simple building/grounds maintenance and repair duties utilizing commonly used power and hand tools, including but not limited to power tools and hand tools such as hammers, pliers and screwdrivers, power drills, lawnmowers, blowers, and snow blowers.

- Proficient in English
- Proficient with a Property Management Software such as AppFolio
- Minimum of 3 Years' experience as a Maintenance Technician
- OSHA 10
- Live within 20 miles of the city of Boston
- Valid Massachusetts Driver's License (Must be able to pass a driving check as company vehicle will be utilized)
- Remain on your feet as required
- Climb Stairs
- Climb ladders up to 15ft
- To lift 50lbs

### **WORK ENVIRONMENT**

Outdoor and fieldwork, with occasional work inside administrative offices. Frequent travel.

### **COVID-19 Considerations:**

Effective February 1, 2022, all Heading Home employees will be required to be fully vaccinated against COVID-19.

**EEO STATEMENT** Heading Home, Inc. is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law.

**To Apply: candidates can apply by submitting their resumes  
to: [Gcolangelo@headinghomeinc.org](mailto:Gcolangelo@headinghomeinc.org)**