



## Job Description

**Position Title:** Building Maintenance Specialist  
**Program/Department:** Family Recovery Program  
**Position Location:** 1209 N. Rose Street/239 N. Gay Street,  
Baltimore, Maryland  
**Reports To:** Facilities Manager  
**FLSA Status:** Non-Exempt

*The Family Recovery Program, Inc.* was originally created in August 2005, by private philanthropic partners including the Abell Foundation, the Baltimore Community Foundation and the Annie E. Casey Foundation, along with the Maryland State Departments of Budget and Management, Human Resources and the Governor's Office of Children, joined with the Safe and Sound Campaign and the Family League of Baltimore City. This nationally recognized program provides parents with the substance abuse treatment they need and a full range of supportive services, including mental health care, transportation, housing assistance and case management support. Services are tailored to meet the needs of parents who are often in crisis and unable to move forward without intensive, ongoing help.

The Family Recovery Program's goal is to reduce the time target children spend in out-of-home placements by providing intensive substance abuse treatment services and judicial oversight administered by the Juvenile Court of Baltimore City to the parents of the children. The Family Recovery Program is able to achieve its goal because successful parents who maintain sobriety are more likely to be reunified with their children. The children of unsuccessful parents are more likely to enter into alternative permanent placements (e.g. Adoption or Custody and Guardianship).

The Family Recovery Program was designed to put the principles of the Maryland Opportunity Compact into action by:

- Reducing children's length of stay in foster care;
- Saving state resources through reduced lengths of stay;
- Using the resulting savings to sustain the effort and, as they accumulate, to expand effective programs and opportunities for young children and their families that prevent them from future engagement with the foster care system.

The Family Recovery Program's mission is, "At FRP, we S.E.E. our families" (Strengthen. Engage. Equip). We **strengthen** our parents by providing them with safe and intensive services. We **engage** our parents in a holistic array of services matched to meet the needs of their family. We **equip** our parents with lifelong strategies assisting them in becoming self-reliant as they embark in a drug and alcohol-free lifestyle.

The vision of FRP is as follows:

**Investing in families to build thriving communities**

## **Basic Functions**

Building Maintenance Specialists are responsible for the management of services and processes that support the core business of an organization. They ensure that an organization has the most suitable working environment for its employees and their activities.

The ***Building Maintenance Specialist*** shall assist The Family Recovery Program, Inc. in all tasks related to supporting the facilities of this organization.

## **Essential Duties and Responsibilities**

The Building Maintenance Specialist is responsible for:

- Inspecting building(s) and determine if repairs are needed;
- Receiving oral or written orders from Facilities Manager and Executive Director;
- Performing work according to standard procedure and by building's operational schedule;
- Cleaning rooms, hallways, restrooms, locker rooms, offices, stairways and windows;
- Using brooms, mops, and floor equipment to sweep, mop, strip and wax floors;
- Using vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds;
- Dusting furniture and equipment;
- Washing walls, ceilings, woodwork, windows, doors and sills;
- Making minor carpentry, electrical, mechanical and plumbing repairs;
- Performing touch up and finish painting;
- Emptying wastebaskets;
- Replenishing restroom supplies;
- Replacing light bulbs;
- Setting up and tearing down chairs, tables and equipment in meeting rooms, and function rooms;
- Preparing rooms for use by the program;
- Clearing snow from entrances and walkways;
- Picking up and delivering supplies and materials to rooms;
- Following all applicable safety rules and procedure;
- Reporting work accomplished orally or on written work order to Facilities Manager and Executive Director;
- Participating in general cleaning, painting, and repair work;
- Using hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks;
- Assisting in shipping and receiving of program supplies and materials;
- Providing assistance to officials, staff, visitors, and other employees as necessary;
- Checking building at beginning and end of shifts;
- Assisting Executive Director with additional program related tasks;
- Attending monthly FRP huddles;
- Maintaining CPR certification;
- Attending annual Ethics training;
- Attending other FRP trainings, as required
- Maintaining client and program confidentiality.

### **Principal Interactions**

The Building Maintenance Specialist works directly with the parents of the Family Recovery Program, the case management staff, and professionals in various agencies. As a result, excellent interpersonal, communication, and presentation skills are essential to this position.

### **Knowledge, Education and Experience**

The Building Maintenance Specialist shall have:

- A high school diploma/GED or Associate of Arts degree and five to seven years of experience in the human service or related field;
- capacity to work in an environment with many parents and staff;
- commitment to working as a member of a team dedicated to serving deep-end populations; and
- demonstrated respect and concern for meeting the needs of Baltimore's most vulnerable children, youth and their families from an asset-based approach.

### **Level of Authority**

The Building Maintenance Specialist:

- is a non-supervisory position;
- does not have direct budgetary authority.

### **FRP Merit Increases**

In order to be considered for any FRP raises, 90% of the following duties and responsibilities must be met and proof of your efforts must be presented at your annual evaluation:

- Inspected building(s) and determined if repairs are needed;
- Performed work according to standard procedure and by building's operational schedule;
- Cleaned rooms, hallways, restrooms, locker rooms, offices, stairways and windows;
- Swept, mopped, stripped, and waxed floors;
- Cleaned rugs, carpets, upholstered furniture and blinds;
- Dusted furniture and equipment;
- Washed walls, ceilings, woodwork, windows, doors and sills;
- Made minor carpentry, electrical, mechanical and plumbing repairs;
- Performed touch up and finish painting;
- Emptied wastebaskets;
- Replenished restroom supplies;
- Replaced light bulbs;
- Set up and tore down chairs, tables and equipment in meeting rooms, and function rooms;
- Prepared rooms for use by the program;
- Cleared snow from entrances and walkways;
- Picked up and delivered supplies and materials to rooms;
- Followed all applicable safety rules and procedure;

- Reported work accomplished orally or on written work order to Facilities Manager and Executive Director;
- Participated in general cleaning, painting, and repair work;
- Assisted in shipping and receiving of program supplies and materials;
- Checked building at beginning and end of shifts;
- Assisted Executive Director with additional program related tasks;
- Attended at 75% of monthly FRP huddles;
- Current CPR certification;
- Attended annual Ethics training;
- Attended other FRP trainings, as required

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Employee Signature

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Date