



DATE:		POSITION	DISTRIBUTION TECHNICIAN	
INCUMBENT			SUPERVISOR	MAINTENANCE SUPERVISOR
DEPARTMENT	PROPERTY MANAGEMENT		FLSA STATUS	NON-EXEMPT

POSITION PURPOSE

Pick up and transport donated items/furnishings to resource transitional units, provide and maintain resources for paint and clean projects and conduct all preventive maintenance.

MINIMUM QUALIFICATIONS

- A high school diploma or GED is required.
- Possess a minimum of one year of truck driving experience.
- Some experience in the non-profit sector is preferred.
- Be able to proficiently speak, read and write the English language.
- Demonstrate excellent interpersonal communication skills.
- Demonstrate basic skills in Microsoft Office Suite including Word, Excel, and Outlook.
- Demonstrate cultural competence, treat everyone with dignity, celebrate the diversity of our community, and be inclusive of all people in our community.
- Possess valid Arizona driver's license, clear driving record and personal vehicle insurance coverage.
- Be 25 years of age or older for liability insurance requirements.
- Possess a fingerprint clearance card through the State of Arizona.
- Eligible to work in the United States of America

OTHER KNOWLEDGE, SKILLS AND ATTRIBUTES

- Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.
- Be a self-starter with excellent time management skills.
- Possess a collaborative way of working.
- Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.
- Maintain strict confidentiality.
- Behave professionally in manner and appearance.
- Be consistently organized and flexible.

KEY RESPONSIBILITIES

- Represent the agency in a professional and respectful manner.
- Pick-up and distribute donated items as directed by property management including delivery to STF units, warehouse, and thrift store.
- Ensure completion of in-kind forms and submit them to administrative personnel.
- Assist with providing needed supplies for paint and clean projects.
- Conduct preventive maintenance on all facilities monthly.
- Assist with volunteer projects when needed.

• Report any facility deficiencies to supervisor.
• Assist with other duties, departments or for special projects as needed.
• Stock and maintain Property Management shop area when supplies are needed.
• Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
• Adhere to all behavioral General Competencies.
• Adhere to STF and ARM policies and procedures.

SUPERVISORY RESPONSIBILITIES
None

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to sit in vehicles to drive to residential sites multiple times a day.
Walk	Move, traverse	The person in this position needs to frequently walk to and from residential sites, office and warehouse.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates and maintains tools and equipment
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	Frequently ascends/descends a ladder and stairs to service residential sites.
Stoop, kneel, crouch, or crawl	Position self (to), Move	Frequently positions self to repair and replace equipment, plumbing, etc. in residential sites
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate with clients, staff and the public .
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type, repair and view.
Taste/Smell	Detect, Distinguish, Determine	Frequently must be able to distinguish burning, mold, animal waste and other odors.
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 75 pounds.
Exposure to elements	Exposed, Work around	Frequently works in heat and sunlight

NOTE
<p>This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.</p>

SIGNATURES			
ACKNOWLEDGEMENT			
I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation of Arizona.			
Incumbent:		Date:	
APPROVAL			
I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.			
Supervisor:		Date:	
CERTIFICATION			
I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation of Arizona.			
CEO:		Date:	

7/1/2022

