JOB OVERVIEW

JOB TITLE	Maintenance
DEPARTMENT	Facilities Management
LOCATION	Buffalo, NY.
DIRECT SUPERVISOR	Facilities Management Coordinator

GENERAL JOB DESCRIPTION

Responsible for maintaining a clean and safe environment for staff and consumers.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Perform general cleaning of agency on an on-going basis, i.e. vacuum, empty wastebaskets and recycling bins, dust, clean bathrooms, wash floors, wash windows, mirrors, take garbage out for pick up, etc.
2. Replace and fill soap, toilet tissue and paper towel dispensers when appropriate.
3. Set up the conference room for meetings with reasonable accommodation as requested.
4. Assist in moving office furniture when needed.
5. Change light bulbs and other fixtures when needed.
6. Clear outside areas of leaves, snow, ice, and other debris as needed.
7. Perform minor repairs on facilities' walls, floors, doors, ceilings, and plumbing as needed.
8. Request cleaning supplies when needed.
9. Attend Agency's in-service training and staff meetings as well as any other agency-related activities as required.
10. Participate in maintaining a neat, clean, and safe work environment.
11. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

- Must have ability to do hard work, lift heavy furniture and to perform all tasks independently.

KNOWLEDGE & EXPERIENCE (if required)

- Must have basic level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- Candidates must pass a pre-employment physical prior to beginning work.

SKILLS & ABILITIES

- Must have basic level of knowledge of computers including the use of Excel spreadsheets, databases, word processing, and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for people with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Standing, bending, reaching, and pushing for extended periods of time. Occasional lifting of not more than 50 pounds.
HOURS / SHIFTS	37.5 - 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required
CLASSIFICATION	Full-time, salaried, non-exempt, support staff. Salary: $38,000 - $40,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free agency.

JOB POSTING

Date August 4th, 2026

Cover Letter and Resume Required to:

Human Resource Dept.

WNY Independent Living, Inc

3108 Main Street

Buffalo, NY 14214

employment@wnyil.org