

American Parkinson Disease Association

POSITION DESCRIPTION

Position Title: Building Superintendent/Mailroom Clerk

Location: Staten Island, NY

Reports To: Senior Director, Finance & Administration

FSLA Class: Non-Exempt, Hourly, Part – Time (Flexible) (On Call)

Brief Description

To maintain building and grounds for the headquarters location and provide mailroom services.

PRIMARY RESPONSIBILITIES (other duties may be assigned):

Building Maintenance

- Maintain building's interior by performing various activities such as: washing windows, walls, ceilings, sweeping, resupplying restrooms, replace light bulbs, etc.
- Maintains building accessibility and appearance by such activities as: picking up trash and paper, removing ice and snow from walkways and parking lots, painting, maintaining the lawn and surrounding landscape, etc.
- Remove trash containers, transport materials to disposal area and recycle materials.
- Maintain building climate by ensuring the proper repair and servicing of heating, ventilating and air-conditioning equipment.
- Maintain alarm and fire protection devices and respond to emergency alarm calls.
- Contact maintenance vendors and oversee their work.
- Order and maintain inventory of maintenance tools, materials and supplies.
- Set up and take down meeting room furniture.

Mailroom Services

- Prepare packages to be shipped via FedEx and/or USPS.
- Distribute mail by performing such activities as:
 - receiving items from the post office and delivery services
 - sorting by addressee and destination
 - delivering items to the appropriate office location
- Prepare volume mailing by collecting and packaging the appropriate materials to ensure compliance with Postal Service and delivery service requirements.
- Order and maintain inventory for mail room supplies.
- Travel to post office.
- Travel to bank for deposits.

Working Conditions, Physical Demands, Travel

- General Working Conditions: Office environment and outside for grounds and building maintenance
- Physical Demands: ability to stand, sit, feel, crawl, bend, reach, climb ladders; need to lift or move up to 50 pounds
- Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:
 - Ability to operate a motor vehicle in accordance with company policy.
 - Ability to use common office equipment such as: telephone, fax machine, computer and copier.
 - Computer programs including MS Office and Outlook
 - Shipping equipment: Pitney Bowes Send Pro P2000
- Travel requirements: As needed to take mail to post office, deposits to bank.

POSITION REQUIREMENTS:

- High School
- Preferably 1+ years general building and grounds maintenance experience
- Preferably 1+ years mailroom experience

RELATED SKILLS AND KNOWLEDGE:

- Computer proficiency using shipping software
- Demonstrated problem-solving and decision-making skills
- Ability to organize time, work independently, handle confidential material, and work well under pressure
- Willingness and ability to travel as required to perform job

COMPETENCIES:

- Verbal and written communication skills
- Organized, detail-oriented and accurate
- Capable of managing multiple projects, the ability to work independently with minimal direct supervision, and prioritize tasks
- Team player attitude
- Positive and professional demeanor and exceptional customer service skills
- Confidentiality

To apply, send cover letter, resume and salary requirements to: jobs@apdaparkinson.org