



Mental Health Connecticut is a statewide not-for-profit agency that provides direct services to adults with severe and persistent mental health conditions, presents workshops about mental health, and mounts reform efforts to help shape state policies and laws.

MHC has an immediate opening for a full-time Facilities Assistant position. This position will be a state-wide position, but based out of the West Hartford, CT area. This position will be responsible for assisting the Facilities Manager in maintaining the buildings and grounds of MHC, overseeing the upkeep of equipment and supplies, and assisting the G.R.O.W. program with maintenance and set-up needs.

Salary: \$14.00 per hour. MHC offers a competitive benefits package which includes:

- Medical (Current employee coverage 80% paid for by MHC)
- Dental
- Voluntary Vision & Short Term Disability insurance
- Long Term Disability insurance fully paid for by MHC
- 403b Retirement Plan (company match is \$.50 for every dollar contributed, up to 6%)
- Paid time off (11 Paid holidays, vacation time, personal time, floating holiday time, sick time)

Reports to: Facilities Manager

The Facilities Assistant responsibilities include:

- Ensure the buildings and grounds are maintained, which entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections.
- Ensure cleaning, upkeep, and safety standards are maintained or efficiencies are discovered.
- Performs general custodial duties to maintain indoor/outdoor areas to ensure an organized and neat building appearance.
- Moves equipment/furniture as needed.
- Assist in maintaining the MHC fleet of vehicles, including but not limited to scheduling regular and irregular maintenance & repairs, cleaning, and maintaining vehicle logs & paperwork.
- Assist the G.R.O.W. program by performing landscape and horticultural maintenance, manual labor such as weeding, shoveling, lifting, mulching, watering, or transporting of materials as needed.
- Willing and able to drive a personal vehicle locally and within the state. May be required to transport individuals in personal vehicle.
- Other related job duties as assigned.

Education and/or Experience: High school diploma/GED required. Prior experience with facilities maintenance or handyman work preferred.

Certificates, Licenses, Registrations: Valid CT driver's license, auto insurance and registration.

If interested in any of these opportunities, please forward cover letter, with salary requirements, and resume to:

MHC Human Resources
61 South Main Street
West Hartford, CT 06107



Fax: 860-529-6833
hr@mhconn.org

No Phone Calls Please
EOE



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