



YOUNGSTOWN
NEIGHBORHOOD
DEVELOPMENT CORPORATION

820 Canfield Road
Youngstown, Ohio 44511
Phone: 330.480.0423
Fax: 330.259.7575
Email: info@yndc.org
Website: www.yndc.org

Property Maintenance Team Member Job Description

GENERAL

Organization:	Youngstown Neighborhood Development Corporation (YNDC)
Background:	The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
Mission:	The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
Title:	Property Maintenance Team Member
Work Schedule:	Part Time – 15 to 40 hours per week Some weekends and evenings required
Compensation:	\$13/hr
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Under the general supervision of the Neighborhood Stabilization Director, the Property Maintenance Team Members will collaborate with a team of professional and labor staff in the implementation of large scale grass cutting and clean up of vacant homes, boarding of vacant housing, vacant lot management, and other field and maintenance projects to improve the quality of life in strategic Youngstown neighborhoods.

SKILLS/QUALIFICATIONS

1. Valid driver's license and own transportation a MUST. DO NOT APPLY if you do not have a valid driver's license.
2. Ability to drive box truck, dump truck, landscaping trailers, and other equipment safely is required. CDL is NOT required.
3. Strong commitment to safety and willingness to train all program participants in good safety practices.
4. Ability to manage multiple projects/workloads simultaneously and prioritize effectively.
5. Excellent communication skills.
6. High level of professional ethics.
7. Ability to effectively communicate the organization's mission and vision.
8. Ability to work independently of and in collaboration with other staff of the organization and partners.
9. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification.
10. Ability to obtain Bobcat skid steer training.

RESPONSIBILITIES

Supervision, Project Completion and Equipment Maintenance:

1. Supervise a team of four to five people and lead by example.
2. Complete maintenance projects including: grass cutting, roto-tilling, basic vacant property cleanup, debris removal, watering trees and plants, and special projects as assigned.
3. Complete boarding of vacant housing.
4. Keep track of tools and equipment and perform routine maintenance tasks, such as simple mower repairs.
5. Keep daily cutting logs and other documentation necessary to demonstrate work completed.
6. Ensure proper use of fuel.
7. Ensure vehicles and equipment are kept clean, well maintained, functional and secure at ALL times.

To apply, please send cover letter and resume via email. Only send hard copy resume and cover letter if you cannot access a personal computer. NO PHONE CALLS PLEASE.

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Equal Opportunity Employer

