

JOB POSTING

POSITION: **Maintenance
Job Center**
Full-Time (32-40 hours)
1st Shift

POSITION MANAGER: **St. Vincent de Paul Job Center**
Kevin Claypool, Maintenance Supervisor

POSTING PERIOD: **May 23, 2019 until filled**

APPLICATION PROCESS:

Complete a job interest form at <http://stvincentdayton.org>
or send resume to HR@STVINCENTDAYTON.ORG

QUALIFICATIONS:

- Frequently inspect facilities and equipment to determine the extent of services needed and equipment required.
- Maintain & repair equipment and systems to ensure continuous operation of facilities.
- Maintain all walkways, driveways, and parking lots in a condition free from ice, snow, and other hazardous debris.
- Be aware of and follow proper safety guidelines when operating and maintaining equipment, tools and vehicles.
- Maintain interior and exterior of facility in excellent condition through performance of painting, plumbing, electrical, drywall, roofing, landscaping and other maintenance activities as necessary.
- Advise the Facilities Manager of any observed need for facility repairs and maintenance to include the need for additional lighting, heating, and ventilation. Meet with Facilities Manager or Supervisor regularly to assess and discuss other facility needs.
- Perform regular preventative maintenance projects as directed.
- With Facilities Manager or Supervisor approval, purchase all necessary supplies for facility maintenance and maintain a current agreed upon inventory.
- Must be able to work occasional weekends
- Must be able to lift and carry up to 35 pounds for short distances
- Must be able to walk and stand for extended periods of time
- Must be able to ascend/descend stairs frequently
- Must be able to pass drug screen and background check
- Must have dependable means of transportation