



Title: **Maintenance Tech**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Director of Facilities**
EEO Code: **6**

EMPLOYMENT OPPORTUNITY

Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Smoketown/Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:

St Vincent de Paul seeks an **HVAC-Certified Maintenance Tech** to contribute to the Agency's physical portfolio through regular cleaning, repair and maintenance of the grounds, buildings, vehicles and their mechanical components.

***Note: HVAC Certification is required.**

Essential Duties and Responsibilities:

- Maintain Agency's grounds, buildings, vehicles and mechanical components as directed
- Advise Facility Director of issues and needs related to maintenance/grounds projects
- Work independently to assess needs of Agency's facilities in order to maintain property and equipment properly
- Work cooperatively with staff and volunteers to effectively meet the maintenance needs of the Agency
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- HVAC Certified
- Strong residential electrical knowledge is essential
- Skilled in carpentry, plumbing, mechanical and/or automotive is a plus
- Ability to climb ladders, stoop, crawl, reach - are all essential functions of the job
- Knowledge of safety requirements of tools/machinery used on the grounds of the Agency
- Ability to communicate clear concise instructions to staff
- Excellent auditory and vision skills
- Able to lift minimum of 75 pounds
- Commitment to the mission and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Successfully pass required pre-employment background and drug screening
- Valid Driver's License

Reporting to this position: None



Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVdP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)