



St. Vincent de Paul – Job Description

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

Reports to: **Director of Facilities**
EEO Code: **8**

Position Summary:

Maintenance Support contribute to the Agency's physical portfolio through regular cleaning, repair and maintenance of the grounds, grass cutting, buildings, vehicles and their mechanical components.

Essential Duties and Responsibilities:

- Maintain Agency's grounds (grass-cutting), buildings, vehicles and mechanical components as directed
- Assist in the inspection of security systems, fire alarm systems, extinguishers, smoke detectors and fire exits to ensure readiness for emergencies
- Assist in obtaining and maintaining equipment and supplies needed to complete tasks
- 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
- Work cooperatively with clients, staff, volunteers and providers to effectively meet the maintenance needs of the Agency
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- HVAC Certified or Mechanical License is a plus
- Strong residential electrical and/or plumbing experience is a plus
- Skilled in drywall repair, painting and light carpentry expected.
- Ability to climb ladders, stoop, crawl, reach - are all essential functions of the job
- Knowledge of the safety and ability to use power tools and maintenance machinery
- Knowledge of plumbing, mechanical and/or automotive skills a plus
- Ability to communicate clearly with staff and management
- Ability to strip and wax floors is a plus
- Excellent auditory and vision skills
- Ability to lift minimum of 30+ pounds to waist level
- Demonstrates ability to operate mechanical and landscaping equipment (lawn mowers, weed trimmers, leaf blowers).
- Ability to respond quickly and calmly to emergency requests.
- Ability to work well with existing maintenance team.
- Communicates clearly and effectively with others to describe problems and solutions involved in particular maintenance requests.
- Ability to interact effectively and professionally with clients, staff, volunteers and service providers

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED
- HVAC certification and/or any other mechanical certification
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Commitment to the mission and goals of St Vincent de Paul
- Successfully pass required pre-employment background and drug screening
- Valid Driver's License
- Must be insurable for driving agency vehicles

St Vincent de Paul reserves the right to revise this job description as it deems necessary.



St. Vincent de Paul – Job Description

Reporting to this position: None

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee often lifts and/or moves up to 35+ pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends and during inclement weather.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by St Vincent de Paul.

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 Louisville 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 and credit check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Apply in person:

St. Vincent de Paul Louisville
1015-C South Preston St
Louisville, KY 40203

Mail cover letter and resume to:

St. Vincent de Paul Louisville
Attn: HR Director
PO Box 17126
Louisville, KY 40217-0126

St Vincent de Paul reserves the right to revise this job description as it deems necessary.