



## St. Vincent de Paul – Job Description

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

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

### Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those most in need with compassion and dignity

### Position Summary:

The **Maintenance Tech** contributes 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, 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 the needs of the 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 a minimum of 30+ pounds to waist level with assistance
- Demonstrates ability to operate mechanical and landscaping equipment (lawnmowers, weed trimmers, leaf blowers).
- Ability to respond quickly and calmly to emergency requests.
- Ability to work well with the 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



## St. Vincent de Paul – Job Description

### **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 have personal auto insurance and be insurable for driving agency vehicles

**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.

The 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.

The 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. .

### **To Apply:**

**Apply online:** [www.svdplou.org](http://www.svdplou.org)

**Email cover letter and resume to:** [hr@svdplou.org](mailto:hr@svdplou.org)

**SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.**