



Society of St. Vincent de Paul | Louisville

Job Posting

Title: **Maintenance Coordinator**
FLSA Status: **Full-Time/Non-Exempt**

Reports to: **Director of Maintenance**
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 in need with compassion and dignity.

Position Summary:

The **Maintenance Coordinator** is responsible for assisting the Director of Maintenance with projects and administrative responsibilities for the team, in addition to the general responsibilities of maintenance that include cleaning, repair, and maintenance of the grounds and buildings.

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 SVDP
- In collaboration with the Director of Maintenance, review and monitor work orders in the property management software to help ensure that work orders are entered accurately, prioritized appropriately and closed in a timely manner.
- Assist the Director of Maintenance with projects by communicating with external vendors, sourcing quotes and services and following up to make sure contracted jobs are completed appropriately.
- Assist the Director of Maintenance in getting invoices turned into Finance.
- Communicate with SVDP team members that are putting in work orders to ensure that everyone understands what work is being completed and what the timeline is for the work to be done.
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Excellent organizational skills including planning, budgeting and computer skills
- 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



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- 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

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

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 operate a motor vehicle, 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 occasionally lifts and/or moves up to 25 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 in 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 SVDP.

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.

SVDP 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,



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motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: <https://www.svdplou.org/careers/> or **Email cover letter and resume to:** 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.