

# Maintenance OLV Charities

## **POSITION SUMMARY:**

Under the direction of the Maintenance Supervisor, this position provides maintenance services as needed and/or assigned by assisting in a wide variety of maintenance activities, addressing operation, upkeep and/or safety concerns.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Complete projects like remodels, furniture assembly and placement, replace parts, make repairs, etc. according to work orders assigned via the electronic work order system
2. Complete assigned duties ensuring the efficient and effective functioning of the building and grounds
3. Maintain buildings and ground areas as needed and/or assigned for the purpose of providing an effective and safe working environment.
4. Identify areas for preventative maintenance
5. Maintain assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition
6. Respond to occasional situations during and after hours for the purpose of resolving maintenance concerns, and handling snow removal
7. Enter data and information into work order system in a timely and accurate manner
8. Work positively and cooperatively as a member of the Facilities team
9. Demonstrate collaboration with internal, cross functional teams and internal/external customers
10. Drive to various local sites to maintain systems
11. Responsible for on-call hours as scheduled
12. Adhere to the guiding values and beliefs of the organization, including respect and courtesy toward co-workers, vendors and those we serve
13. Perform all other related duties, and functions as assigned

## **SKILLS**

1. Able to operate equipment used in skilled trades, power and hand tools, and snow removal
2. Able to perform minor building maintenance and basic grounds/landscaping
3. Able to adhere to safe working practices and handle hazardous materials
4. Able to climb ladders and operate lifts up to heights of 12 feet
5. Possesses basic computer skills with ability to write and respond to emails in Microsoft Outlook, enter data and receipts in work order system via smart phone, I pad or computer

6. Possesses strong organizational and prioritization skills
7. Able to work independently or as a team member to accomplish work
8. Able to troubleshoot and problem solve issues in a timely manner
9. Communicates effectively both in writing and verbally
10. Able to accomplish job assignments in an efficient, quality manner
11. Takes initiative and responsive to potential issues and needs
12. Able to complete work in an organized manner
13. Interacts with others with respect, demonstrates positive interpersonal and customer service skills
14. Demonstrates ability to build and maintain strong working relationships and collaborate with cross functional teams and customers
15. Able to drive company vehicle to local work sites

### **EDUCATION AND EXPERIENCE**

1. Four to five years of skilled maintenance experience with two years specialized skilled trade preferred in plumbing, carpentry, painting, grounds work, drywall, etc.
2. Possesses a valid NY State driver's license required
3. High School diploma or equivalency required

### **WORK SCHEDULE:**

Basic full time work schedule is 8:00am – 4:00pm; 37.5 hours per week; Monday through Friday with occasional overtime.

### **PHYSICAL REQUIREMENTS OF THE POSITION:**

The physical demands are representative of those to perform the essential functions of this job with or without reasonable accommodation(s):

Must be able to lift, push or pull up to 50 pounds and vision for color, peripheral and depth  
Able to stoop, kneel, crouch and crawl, reach and climb stairs; with visual and auditory requirements

Able to climb ladders and operate lifts, up to heights of 12 feet

Able to travel locally to sites to service users and equipment

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV Charities Human Resources Department; 780 Ridge Road; Lackawanna, NY 14218