Maintenance Technician
80 hours per pay period

Responsibilities
• Receive and follow maintenance schedule, instructions and established maintenance procedures;
• Perform routine maintenance and repair in facility as directed;
• Basic auto maintenance-brake work, oil changes, tire rotation, etc.;
• Small engine repair;
• Use of heavier equipment such as forklift, auto lift, etc.;
• Basic plumbing and electrical;
• Maintain grounds as directed, including lawn mowing and snow removal;
• Keep all workspaces clean and neat;
• Report safety hazards, repair and supply needs and incidents/accidents;
• Follow established safety policies/procedures;
• Assist and back up Events, Materials Management, Security, etc. as directed;
• Adjust schedule to provide service at required times;
• Drive as needed.

Qualifications
• Experience working safely in electrical, plumbing, carpentry or mechanical room projects;
• High school diploma or GED equivalent required and experience in maintenance/repair work;
• Ability to learn, understand and support the IHM Mission and values;
• Ability to follow instructions, make independent decisions when necessary, accept constructive criticism, operate a variety of power equipment and tools, be trained and certified to operate a forklift (certification preferred) and to estimate time and materials to complete tasks;
• Ability to work well with others as part of a team;
• Ability to work in a variety of areas, have flexibility, personal integrity, good public relations and customer service skills and keep supervisor informed appropriately;
• Willingness and ability to learn new skills;
• Concern for the welfare of older adults;
• Valid driver license and good driving record;
• Ability to lift, push, pull, bend, stoop and move equipment, supplies, etc.;
• Ability to work evening and/or weekend shifts as needed.

If you are interested in applying for this position, please submit a resume to: humanresources@ihmsisters.org.

Review of resumes to begin immediately SSIHM supports workforce diversity