



Deep Faith. Courageous Spirit. Action for Justice

Maintenance Technician 80 Hours Per Pay

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 either 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; to 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

To Apply:

Submit resume to Human Resources Office: humanresources@ihmsisters.org.

Review of resumes to begin immediately.
SSIHM supports workforce diversity.