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.