



## Maintenance Worker

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

Performs routine preventative maintenance and repairs on apartments and commercial buildings.

### WAGE

From \$19.00 per hour. Based on experience. Includes health benefits after 90 days of verifiable full time employment and paid vacation after 1 year.

**Maintenance and construction knowledge and/or experience is required.**

### JOB DUTIES

- Must be able to handle multiple project matters.
- Be a self-starter and able to work independently in a fast paced environment.
- Coordinate maintenance and projects with the staff, vendors and tenants.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Install appliances and equipment.
- Check functionality of equipment systems.
- Schedule with vendors and other construction companies.
- Grounds work, landscaping, general yard care and snow removal as needed
- Be available for on call emergency situations.
- Performs minor and major repairs on buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)
- Performs preventive maintenance procedures on building mechanical equipment; inspect belts, check fluid levels, replaces filters, grease bearings, seals, etc.; repairs or replace broken parts.
- Replace broken windows; repair doors, door locks and closets; install window blinds.
- Assists with the renovations, repairs plaster and drywall; painting.

### KEY SKILLS AND EXPERIENCE

- Experience in home repair, construction, maintenance and development of projects preferred.
- Good skill in the use of hand and power tools.
- Good organization, communication skills.

- Good oral, written and interpersonal skills
- Ability to perform under pressure
- Able to work with people at all levels
- Ability to prioritize work assignments and adapt to changing priorities
- Professional attitude, appearance and demeanor.
- Think outside the box on home repairs and re-use/recycle materials.
- Valid Oregon Driver's License.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_