

Job Posting Form

Date Posted: 9/24/20

Send resume to: ResumeHRGeneralist@gmail.com

Or send cover letter along with resume to:
OLV Charities
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Skilled Maintenance Worker

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: OLV Charities Department _____

Location Address: 780 Ridge Road; Lackawanna, NY 14218

Employer Website: www.olvcharities.org

Brief Job Description

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 immediate operation and/or safety concerns for the historic OLV National Shrine and Basilica

Essential Duties & Responsibilities:

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

Qualifications: Required Education/Experience

- Five years of skilled maintenance experience with two years specialized skilled trade preferred in plumbing, carpentry, painting, grounds work, drywall, etc.
- Possess a valid NY State driver’s license
- High School diploma or equivalency required

Desired Skills

- Able to operate equipment used in skilled trades, power and hand tools, and snow removal
- Able to perform minor building maintenance and basic grounds/landscaping
- Able to adhere to safe working practices and handle hazardous materials
- 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
- Possesses strong organizational and prioritization skills
- Able to work independently or as a team member to accomplish work
- Able to troubleshoot and problem solve issues in a timely manner
- Possesses a sensitivity and ability to provide utmost care to a historic building in the setting of a house of worship
- Communicates effectively both in writing and verbally
- Able to accomplish job assignments in an efficient, quality manner
- Takes initiative and responsive to potential issues and needs
- Able to complete work in an organized manner
- Interacts with others with respect, demonstrates positive interpersonal and customer service skills
- Demonstrates ability to build and maintain strong working relationships and collaborate with cross functional teams and customers
- Able to drive company vehicle to local work sites

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 travel locally to sites to service users and equipment

E.O.E.

How to Apply: By Mail E-Mail as above, no later than **until position is filled.**