

Job Posting Form

Date Posted: 2/18/2021

Send resumes to: ResumeHRGeneralist@gmail.com
OLV Charities
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218

Type of Employment: Full Time

Job Title of Open Position: Maintenance Person

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

Employer: OLV Charities Department Maintenance

Location Address: 780 Ridge Rd. Lackawanna 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

Responsibilities

- Complete projects: 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

Required Education/Experience

- High school degree or GED is required
- Minimum five (5) years skilled maintenance experience
- Two (2) years of a skilled trade in plumbing, carpentry, painting, drywall, grounds work, etc. strongly preferred
- NYS Driver's License

Physical Requirements:

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: Email or mail in as above