



Maintenance Technician

Position Description

The **Maintenance Technician** is responsible for assisting the Facilities Manager with the overall maintenance and repairs of Saint Louise House properties. With exceptional attention to customer service, the **Maintenance Technician** performs property maintenance, supports the agency's make ready process, responds to maintenance requests, and strictly follows guidelines on safety and security. The Maintenance Technician reports to the Facilities Manager.

Compensation and Benefits

Saint Louise House invests in our employees in a variety of ways. We provide the tools and support needed for all staff so that they can provide the highest quality of services to our families. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- A Competitive Salary
- No on call or weekend work
- Paid Time Off (160 hours a year)
- Paid Sick Time (40 hours per year)
- Paid Holidays (12 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

The Maintenance Technician's responsibilities include, but are not limited to,

- Performs repairs on the property, including painting, carpentry, or wall repair, plumbing and electrical, air conditioning, heating etc.
- Responds to service requests, emergencies, and safety issues in a timely fashion.
- Flexibility and the ability to adjust to changing priorities.
- Exercises timely, effective, and discreet communication.
- Very customer service driven, interacts well with clients, visitors, vendors, and staff.
- Regular and prompt attendance
- Cleans, paints, repairs apartments during turnover process.
- Assists in maintenance of grounds and shared areas, including lawns, flower beds, shrubbery, parking areas, trash pickup area, stairs, etc.
- Provides preventative maintenance.
- Assists the Volunteers Coordinator with operation of the warehouse including receiving, storing and dispersal of furniture and other in-kind donations.
- Maintains and organizes the tool storage and workspace.
- Skilled in the operation of various power tools and equipment
- Ability to travel between work sites.
- Ability to safely climb a ladder and work for extended periods of time.
- Attendance at training as directed.
- Other duties as assigned.

Skills and Experience

Saint Louise House is seeking candidates whose experience includes:

- A minimum of four years of hands-on maintenance experience in areas such as plumbing, electrical, carpentry, HVAC, etc.
- Apartment maintenance experience is a plus.
- A High School diploma or equivalent
- A valid Texas Driver's license.
- Bilingual in Spanish is a preferred.

Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We encourage applicants from traditionally underrepresented groups and diverse backgrounds, who mirror the population we serve.

Working Conditions

Potential for exposure to extreme temperatures, animal dander and other allergens, blood, or other potentially infectious materials. Personal protective equipment and appropriate training are provided.

Physical Requirements

The following functions are required:

DAILY: standing/walking, bending/stooping/squatting, pushing/pulling, grasping/gripping, reaching above the shoulder, climbing, lifting items up to 25 pounds.

FREQUENTLY: coordination of hand/eye/foot, finger dexterity, lifting items between 26 and 50 pounds.

OCCASIONALLY: lifting over 100 pounds.

About Us

Saint Louise House provides a 2Gen, long-term supportive housing program to mothers and their children who are overcoming homelessness in Central Texas. All Saint Louise House employees work within the organizational values of **Empowerment, Hope, Growth Mindset, Commitment, Humility and Effectiveness.**

To apply for the position, please send a cover letter and current resume to:

Sherrí Fleming, Human Resources Project Manager at sfleming@saintlouiselhouse.org

For more information about Saint Louise House, please visit www.saintlouiselhouse.org