



LOUISVILLE RESCUE MISSION

Job Title: Maintenance Tech

Reports to: Executive Director

Classification: Part-Time

Hours: Flexible Schedule, average 10-15 Hours per week

Position Summary: The Maintenance Tech is responsible for supporting facility operations for Mission properties in Louisville and Southern IN. This position requires good organizational skills while possessing the ability to identify, assess and resolve maintenance issues as well as coordinating with vendors, when necessary. The Maintenance Tech will be required to work independently while maintaining appropriate documentation/records of work during scheduled shifts. Finally, the Maintenance Tech will exemplify Christ in all aspects of their work including communications, record-keeping and financial stewardship.

Primary Job Functions and Responsibilities:

- Contribute to the overall ministry and mission of Louisville Rescue Mission through exemplary behaviors, attitudes and communications
- Maintain grounds, buildings, vehicles and mechanical components as directed
- Receive work orders from staff and respond accordingly
- Assess maintenance needs, make necessary repairs, if necessary, contact vendors to assist in repairs
- Assist in the inspection of security systems, fire alarm systems, extinguishers, smoke detectors and fire exits to ensure readiness for emergencies
- Assist in the preparation, oversight and leadership of LRM through monitoring, inspections and licensing procedures performed by federal, state and local governing bodies
- Assist in obtaining and maintaining equipment and supplies needed to complete tasks
- Advise Executive Director of issues and needs related to maintenance/grounds projects
- Work independently to assess needs of facilities in order to maintain property and equipment properly
- Work cooperatively with clients, staff, volunteers and vendors to effectively meet maintenance needs
- Maintain prompt, regular attendance and demonstrate accountability in performance of duties
- Other duties as assigned through appropriate channels of supervision



LOUISVILLE RESCUE MISSION

Job Requirements:

- Demonstrated commitment to the mission and vision of Louisville Rescue Mission, including LRM Philosophy of Ministry, Statements of Faith and Core Values
- Commitment to maintaining high integrity, character and transparency in accordance with the LRM Code of Conduct
- Demonstrated ability to:
 - Analyze complex problems and develop effective solutions
 - Operate with sound financial principles and effective stewardship
- Excellent organizational skills

Qualifications:

- Minimum of a high school diploma, preferably actively pursuing or holding a bachelors degree from an accredited institution
- Education and/or experience in a field related to this particular job description
- Must successfully complete application (including references), interview process and background check
- Must have a valid drivers license

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

The employee frequently lifts and/or moves up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by the immediate supervisor.