

## **Position: Maintenance Technician & Supervisor**

Lord of the Streets Episcopal Church (LOTS)

### **Job Title: Maintenance Technician & Supervisor**

#### **Reports to: Executive Director and to Associate Director of Operations**

**Position Summary:** Performs basic maintenance tasks that ensure the cleanliness, hygiene, safety and repairs of the interior and exterior of one building and of the small amount of grounds and foliage surrounding the building. Carries out supervisory responsibilities in accordance with the LOTS' policies and procedures and applicable laws. Specific tasks include

- Performs daily general cleaning and preventative maintenance, both inside and out.
- Determines and implements a schedule of periodic preventative maintenance.
- Determines and implements inspections and reports as required to maintain building permits.
- Establishes the work schedule, trains (as necessary), assigns tasks, and provides oversight and assistance and resources for general and preventative maintenance and repairs to be done by part-time contractors and volunteers.
- Promptly responds to and addresses complaints about cleanliness or life-safety hazards (for example, liquid spills on flooring) and about mechanical/electrical failures.
- Performs the orderly stocking of adequate maintenance equipment and supplies.
- Promptly initiates and performs repairs such as interior and exterior painting, mechanical and coded door locks, plumbing, electrical, HVAC, masonry, carpentry, and small appliances.
- Promptly initiates contact with, obtains bids from, and oversees and approves work done by outside contractors when repairs or improvements are required.
- Keeps clear written records of work and supply orders made/fulfilled and of work that is performed.
- Is the primary contact for emergency alerts (e.g., fire alarm) and participates in after-hours emergency responses.
- Controls and maintains accurate records of keys distributed to staff and volunteers and of required back-up keys kept in the building.

#### **Education/Experience**

- 3 years of general building maintenance experience required, including use of small power tools
- Additional painting, plumbing, carpentry, masonry, HVAC, and mechanical experience and skills preferred
- High School Diploma or Equivalent
- Ability to read, write, and speak clearly in English
- Basic computer skills required.

#### **Physical Requirements**

This job requires a person to stand and walk, and occasionally to stoop or kneel or crouch; to use hands and fingers in full range of motion; to lift and/or move loads up to 50 pounds. 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.

**Appearance:** Employees will be required to maintain a neat and clean personal appearance and wear a neat and clean employer-provided uniform at all times.

**License/Equipment**

Must have a valid driver's license and must have reliable transportation due to the emergency response/on-call requirements.

**Job Type:** Full-time

- Usually M-Th 7:30am to 4:30pm and Fri 7:30am to 2:30pm, and occasional Sat work
- Full health insurance benefits
- Generous retirement Pension and opportunity for limited employer matching contribution
- Paid time off for sick days and jury duty
- 8 annual paid holidays and vacation time that escalates with length of employment

**About Lord of the Streets (LOTS):**

Lord of the Streets is a church community that Welcomes, Restores and Rebuilds lives through relationally-focused ministries with the homeless and formerly homeless. The appearance, cleanliness, and functionality of our building is important to us as one additional way we communicate to our clients and church members their eternal worth and dignity, and to the surrounding businesses and organizations our desire to be a good neighbor.

**Interested candidates should apply by sending a Resume along with an email detailing your interest in the job to [scapper@lotshouston.org](mailto:scapper@lotshouston.org) or by applying online at various employment/job posting websites. The position will remain open until filled.**