

Central Iowa Shelter & Services Employment Opportunity

Position Title: Maintenance Tech

Schedule: Monday – Friday, On Call Coverage, Evening and Weekends as Needed

Classification: Full-Time, Non-Exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$21.00 - \$25.00/hour | **Pay Level:** II

Reports to: Director of Facilities

Travel Requirements: Travel within the community as needed

Note: Individuals with lived experience are encouraged to apply.

Position Overview:

This general maintenance position is responsible for independently performing regular preventive and routine of mechanical, heating, air conditioning, ventilation, life safety and plumbing systems. Central Iowa Shelter & Services is willing to work with enrolled college students schedule.

Duties and Responsibilities include:

- Provide excellent customer service.
- Inspects the building, grounds, and equipment.
- Installs equipment and appliances.
- Follows local and state building codes.
- Complies with all company safety regulations.
- Responds to repair and maintenance requests in a timely manner.
- Keeps a maintenance log and writes shift reports.
- Cleaning - Clean mechanical rooms and maintain office headquarters.
- Pick up trash and debris outside and around the building.
- Sweep and power wash sidewalks and garage/parking ramp areas.
- Snow removal – utilize snow removal equipment.
- Use hand shovels and ice melt applications as required.
- General maintenance
- Repair and/or replace typical building related items (ceiling tiles, carpet, wood scratches, doors, overhead doors, etc.) Perform minor carpentry work and basic painting duties.
- Work with team members to determine if HVAC equipment needs attention and/or repair.
- participate in routing filter changes of all units as necessary.
- Respond to all emergencies as directed and aid staff in proper evacuation.
- Basic lawn upkeep – mowing, weed eating, trimming, etc.
- Conducting routine inspections of premises and equipment.
- Work with Employee Relations to ensure compliance with state and federal labor and OSHA laws.

Qualifications:

- As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.
- Strong critical thinking, analytical and problem-solving skills, and customer service.
- Proficiency in Microsoft Office
- Organized and detail-oriented
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Ability to establish and maintain professional boundaries in working with the clients and staff.
- Positive attitude, self-motivation, organization, and resourcefulness while maintaining a reputation through proven action of being team and client oriented.
- Ability to work independently or in a team.
- Ability to negotiate different personalities and work under competing priorities.
- Ability to assess emergency situations and respond effectively.
- Must be prompt, dependable, and able to work with minimum day-to-day supervision.
- Strong attention to details, and the ability to manage multiple projects, establish workload priorities, and meet deadlines.
- Ability to successfully pass a background check
- Possession of a valid Iowa Driver's license.
- Ability to operate assigned equipment in a safe and legal manner.
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
- Handles the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting at least 50lbs to 100lbs.
- Collaborates with maintenance workers, facility director, and contractors.

Education and Experience:

- Minimum High School Diploma or GED required
- Experience working in a team environment
- At least one year of building maintenance, construction, plumbing, or electrician experience is strongly preferred, but not required.

Physical requirements and work environment:

- Ability to work well within a cross-functional team environment and diverse communities.
- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand and walk.
- Work will be performed either in an office environment or in the field.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Lift up to 100lbs
- Be able to work in varying weather and temperature conditions.

- Able to develop and maintain a positive working relationship with all employees and work as part of a team by helping others as needed or requested.
- Fast paced work environment.
- Experience using hand and electrical tools.

Benefits:

Full-Time employees have the ability to participate in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

