



The Jewish Community Center has an opening for a full time **Maintenance III Assistant Supervisor-Operations** to join our Buildings and Grounds team. This non exempt position is eligible for our full benefits package. This position has the opportunity to learn about each of our locations as the work schedule requires time at both.

Wednesday and Thursday	Chesterfield location	2:00pm-10:30pm
Friday, Saturday, Sunday	Creve Coeur location	2:00pm-10:30pm
Monday and Tuesday are days off		

Summary

Under guidance of the Maintenance III Supervisor, be responsible for directing the work of B&G employees for their daily responsibilities. Ensure the daily set up and take down for all related events within J facilities. Perform minor preventative or routine maintenance associated with facilities. Ensure proper working condition of all building equipment. Depending on schedule, this role is the acting supervisor on duty in the absence of the Maintenance III Supervisor.

Responsibilities

- Assign, direct, coordinate and be responsible for the work of all employees, either directly or through leading employees as the case may require.
- Coordinate physical set ups in the buildings and on the grounds for meetings and extra curricular performances, such as concerts, lectures, athletic events, etc.
- Lock and unlock doors to classrooms, lecture rooms, offices, etc.
- Collect debris removed from the buildings and place in containers for removal by truck.
- Replace burnt out lightbulbs as needed.
- Mop, sweep and scrub floors and other surfaces when needed.
- Routine walk through of locker and restroom to ensure cleanliness. If not clean, follow through with needed related work.
- Launder, fold and restock towels as needed.
- Drive agency vehicle to perform deliveries between buildings of things such as towels, lunches, mail, etc. May also drive locally to deliver and pick up items as necessary. Drive campus to ensure security of campus and outdoor facilities
- Move furniture, supplies, and miscellaneous equipment as directed.
- Collect waste paper and recyclables.
- Sweep or shovel snow from entrances, walks and drives
- Delivery of items from back dock area to various departments.
- Alert Supervisor of any unusual occurrences, damage that has taken place, and work that needs to be completed as a result of various room activities
- Maintain open, professional and courteous communications with all staff/management/customers.
- Ensure any building mechanical or electrical equipment are in proper working condition.
- Assist the MIII Technician, MIII Supervisor or Assistant Supervisor when needed.

- Attend and participate in training and staff meetings as required.
- Other duties as assigned by supervisor.

Qualifications

- High School Diploma or GED is required; Related College or Technical degree preferred.
- Three years of experience in maintenance and operation of industrial, public, or institutional buildings; two years of which must have been in a supervisory capacity is required.
- Must possess strong written and verbal communication skills.
- Must have the ability to effectively collaborate and communicate with other JCC staff, lay leaders and customers.
- Current MO Class E Chauffeurs license is required for use of Agency vehicles. Must obtain within 30 days of employment if do not currently have.
- Demonstrated proficiency using Microsoft Office Suite (Word, Excel, Outlook) is required.
- Current CPR and First Aid certification is required and must be able to obtain if not current. Training is provided.
- Must be able to read and understand written material and instructions.
- Must be able to write detailed repair reports.
- Must be able to hear bearing and motor noises.
- Must be able to lift objects up to 80lbs in weight.
- Must be able to climb and work using a ladder up to 25 ft in elevation.
- Must be able to work inside and outside in all types of weather.

Physical Demands (if required to assist in Laundry):

Most work tasks are performed indoors. Temperature is moderate and controlled by building environmental systems; however, laundry staff must be able to work in extreme temperatures found in laundry rooms (+80F), possibly for one hour or more. Must be able to push and pull carts and equipment weighing up to 100 lbs. on a regular and continuing basis.

To learn more about the J, please see our website www.jccstl.org

To apply for this position, please submit your resume, cover letter, and completed J application to careers@jccstl.org. Please be sure to indicate the title (Maint III Asst Supv Ops) of the position you are applying for in the subject line of your email. The application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's e-Verify program.