



The Jewish Community Center has an opening for a part time **Maintenance III Technician** to join our Buildings and Grounds team. This weekend only position is located at our Creve Coeur facility and has the following schedule:

Friday-Sunday 1pm to 9:30pm (24 hours per week)

Summary:

Under the supervision of the Maintenance III Supervisor and Assistant Supervisor, to perform a variety of preventative and routine maintenance as well as improvements of the facility (buildings, grounds, pools, equipment). Minor custodial when needed. Must be able to work independently and as part of the overall Buildings and Grounds team

Essential Tasks:

Perform various maintenance functions. These functions may include, but are not limited to:

Limited grounds work	Light bulb changes	Caulking	General Carpentry
Ball field Maintenance	Filter Changes	Painting	HVAC Repairs
Lock Repairs	Pool Maintenance	Minor Electrical	
Preventative Maintenance	Low Pressure Boiler Monitoring/Minor Maintenance		

- Respond to work orders and concerns in a timely manner. Complete all documentation as required.
- Responsible for the upkeep and repair of grounds, equipment, and buildings.
- Alert Supervisor of any unusual occurrences, damage that has taken place, and work that needs to be completed.
- Assist in monitoring and controlling maintenance inventory/supplies. Alert Supervisor when items need to be replenished.
- Assist in coordinating and monitoring all work performed by outside contractors.
- Assist in the maintenance and construction of roads and walks and other work of a general maintenance character.
- Complete grounds work as directed which may include picking up trash/debris, sweeping, maintenance of landscaping beds and other areas, snow and ice removal, etc.
- Maintain open, professional and courteous communications with all staff/management/customers.
- Maintain and make operating repairs to electrical equipment and appliances.
- Repair and install locks.
- Make adjustments and minor repairs to boilers and air conditioning equipment.
- Perform carpentry, masonry, painting, plumbing, and acetylene and electric welding.

- Assure safety standards are used which comply with all company, local, state and federal guidelines.
- Clean up of any areas that can pose as a safety issue.
- Drive various company vehicles on or off property as required.
- Attend and participate in training and staff meetings as required.
- Perform related duties as assigned by a designated supervisor.
- Perform room set up/ breakdown and custodial duties as needed.

Qualifications:

- High School Diploma or GED required
- 1-3 years of experience in electrical (110,220,440), plumbing, carpentry, HVAC, and general repair are required.
- 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.
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Current CPR and First Aid certification; must be able to obtain if not current. Training will be provided.
- Able to read and understand written material and instructions.
- Able to write detailed repair reports.
- Able to hear bearing and motor noises.
- Able to lift objects not to exceed 80 pounds.
- Able to climb and work with the use of a ladder up to 25 ft in elevation.
- Able to work inside and outside in all types of weather.

Please note this position is part of our random drug testing pool.

For additional information about the J and all of our offerings, please see our website, www.jccstl.org

To apply, please submit your cover letter, resume and completed J application to careers@jccstl.org . Our application is available for printing from the employment section of our website. Please note this is not an online form. In the subject line of your email, please be sure to list the title of the position you are applying for, "Maintenance III- Technician PT".

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