



The Jewish Community Center has an opening for a full time **Maintenance III: Assistant Maintenance Supervisor** to join our Building and Grounds team. This position works primarily at our Creve Coeur location and is eligible for our employee benefits package including medical and dental insurances, paid vacation, sick and holiday time, pension and 403b, company paid life, long term disability and ad&d insurances, along with membership and program discounts at the J.

The work schedule for this position is Thursday- Monday from 5:00am - 1:30pm; Tuesday and Wednesday are days off.

**Summary:**

Under supervision of the Maintenance III Supervisor, be responsible for directing the work of employees and building trades craftsmen, for the maintenance and repair of equipment, grounds, buildings, and structures and for the direction of open job work orders. 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 lead employees as the case may require.
- Supervise repairs, replacements, additions and alterations of physical plant, grounds, and departmental equipment when executed by employees and/or outside contractors.
- Responsible for operations of physical plant, grounds, and departmental equipment when executed by employees.
- Schedule routine building maintenance as directed.
- Prepare reports on purchases, deliveries, maintenance and expenditures according to Agency and Departmental procedures. Prepare estimates as requested.
- Issue requisitions and work orders as well as assign and schedule work orders. Follow up to ensure work order completion.
- Work cooperatively with other divisions of Building and Grounds staff. Provide supervision as necessary.
- Act as Operations Supervisor when necessary, overseeing and performing room set up and custodial duties.
- Perform related duties as assigned by supervisor.

**Qualifications:**

- High School Diploma or GED is required; Related College or Technical degree preferred.
- Five years of experience in construction and maintenance of industrial, public, or institutional buildings; two years of which must have been in a supervisory capacity is required.
- Three to five years of experience in electrical (110-220-440), plumbing, carpentry, HVAC, and general repair is required.
- Thorough knowledge of building codes, shop practice, and engineering design is required.
- Knowledge of building construction methods, materials and equipment 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.

*An offer of employment for this position is contingent on passing of pre-employment physical, drug test, background and motor vehicle records checks. Position is part of our ongoing random drug testing pool.*

For additional information about the J, please see our website: [www.jccstl.org](http://www.jccstl.org).

To apply for this position, please submit your resume, cover letter, and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org). Please be sure to include the title of the position you are applying for, "Maintenance III: Assistant Maintenance Supervisor- Creve Coeur", in the subject line of your email. The J's application is available for printing from the employment section of our website. 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.