



The Jewish Community Center has an opening for a **Maintenance III-Technician** to join our Buildings and Grounds team. This full time position is primarily based at our Creve Coeur location and on occasion may need to work at our Chesterfield location. Our full time employees are eligible for a comprehensive benefits package (medical, dental, 403b, pension, paid time off, company provided life/long term disability/ADD insurances, membership and program discounts).

The work schedule for this position is Thursday-Monday 5:00am to 1:30pm with days off on Tuesday and Wednesday.

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.

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".

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