

Maintenance Generalist

Dayton, OH

Company info:

Graceworks Lutheran Services is a not-for-profit organization serving over 2000 older adults and adults with disabilities. We are a leader in offering services and settings that inspire and support a sense of home when people experience challenging and changing circumstances to aging and living with disabilities.

Graceworks Core Values:

Faithfulness to Christ - As part of the Church, Graceworks Lutheran Services performs its work in response to Jesus Christ and as an extension of his ministry.

Wholeness of Life - Recognizing and valuing the inherent worth of each individual, Graceworks Lutheran Services helps each person experience dignity and the fullest achievable level of physical, mental, emotional, spiritual and vocational ability.

Equality and Justice - Advocating justice, recognizing the equality of all persons when offering services and opportunities for service, and seeking to develop and balance societal resources to serve vulnerable persons who have more intense needs.

Quality of Service – Delivering the highest quality services possible by demonstrating competence, compassion, continuous improvement, innovation and creativity.

Integrity – Demonstrating honesty, integrity, fairness and trustworthiness, ensuring that actions and relationships represent a sincere and balanced expression of organizational values.

Stewardship of Resources – Exercising faithful stewardship of financial resources and physical assets, and is responsible and accountable for their proper deployment in the work of ministry.

Position Summary:

Full Time

Shift: 8:00am - 5:00pm (Monday – Friday)

Compensation: \$16.50 - \$22.00 per hour - Based on experience

Job Duties:

- Maintains and makes repairs and installations to buildings, equipment, systems and grounds belonging to owner of apartment project. Includes plumbing, electrical, heating, carpentry, drywall and painting, air conditioning, and landscaping trades.
- Provides either direct care for trees, lawn and shrubs, or will supervise independent contractors to care for trees, lawn and shrubs. Will provide direct labor for snow removal and application of de-icing chemicals on sidewalks, and will supervise independent contractors to ensure snow removal from parking lots.
- Will act as the back up in those buildings, which employ a housekeeper or janitorial service.

- Sets-up and returns portable chairs and tables, and similar equipment for various types of functions in common areas.
- May provide minor services for residents. However, the maintenance person may not perform services for residents until he/she has received permission to do so.
- Will maintain and update the computerized maintenance forms for inventories, work schedules, turnovers, work order entry and log, etc. File work orders in accordance with HUD standards.
- Through a team effort under the direction of the Site Manager, complete all work orders and identified property maintenance tasks utilizing the Maintenance Area Team Leader (ATL) for technical assistance and quality control review.
- Maintain adequate inventory of parts to prevent frequent trips to the store. Assists in obtaining bids as directed to complete the budget and purchasing process.
- Completes the turnover process on open units within five days or as directed by the Site Manager.
- Completes preventive maintenance tasks according to schedule
- Attends staff meetings and scheduled training and orientation programs.
- Responds to emergencies as defined by Graceworks Housing Services and carries a cell phone to take calls leading to response. Will respond within twenty minutes of a phone call by returning the phone call or coming in the address the issue.

Qualifications:

Minimum Qualifications: Preferred candidate will have some maintenance certifications. Valid Driver's License. Must be able to get to and attend meetings and training away from the property.

Top benefits:

- Tuition reimbursement options
- Paid time off
- Employee Assistance Program and Success Coach are free resources to help you be successful in all areas of your life
- Health Insurance
- Dental Insurance
- Extended Illness Benefit

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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