



## **MAINTENANCE WORKER, EDMUNDITE MISSIONS**

**POSITION:** Maintenance Apprentice

**REPORTS TO:** Facilities Manager

**SUMMARY:** The maintenance apprentice will be responsible for routine and extensive preventative maintenance and repair procedures on various Edmundite Missions Buildings and/ or projects. Tasks will include painting, carpentry, minor electrical, or other recognized crafts for the purpose of maintaining, repairing the building. The apprentice will attend a monthly professional development seminar and may attend other specific trade courses as needed and when appropriate. This position requires commitment to all duties listed above.

**COMPENSATION and TIME COMMITMENT:** This apprenticeship position is paid (\$10 per hour). There is a minimum time commitment of 6 months up to 1 year working. This is a part-time position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform routine, repetitive daily inspection and maintenance necessary to the buildings (exterior/interior)
2. Assists and performs semiskilled tasks of a general nature in connection with maintenance, repair and construction tasks in the upkeep of the various Edmundite Missions Properties
3. Assists and performs with installation, maintenance, repair and construction work in the basic building maintenance trades, such as carpentry, painting, electrical, plumbing, locksmith, carpet, and mechanics
4. Assists and performs functions in the construction, installation and maintenance of roofs, furniture, fences, cabinets, shelving as well as in the needs of the Housing Repairs Program
5. Performs warehouse duties in connection with receiving, storage and distribution of materials. Maintains the warehouse ensuring the conditions are clean and orderly
6. Inspects the properties and communicates with management regarding proper grounds keeping and general cleanup and maintenance needs
7. Prepares and paints walls and/or performs other types of refinishing; installs or repairs carpet; performs custodial duties as required
8. May perform weekly safety checks throughout the facility to ensure a safe and clean environment in order to eliminate all potential hazards
9. Complete other duties as needed and determined by the Catholic Social Service Program Manager, Facilities Manager or the President/CEO of the missions

### **SUPPORT PROVIDED:**

1. In-house training
2. Bridges Apprenticeship team materials, uniforms and resources
3. Department support training, leadership enhancement & professional development curriculum
4. Human Resource Apprenticeship Procedure Manual

### **QUALIFICATIONS/SKILLS REQUIRED:**

1. Have a high school diploma or GED
2. Be currently unemployed but have job experience
3. Excellent organizational, problem-solving, and leadership skills
4. Interested in maintenance work and facilities oversight
5. Have reliable transportation
6. Good communication skills, relevant technical knowledge and an ability to work well under pressure
7. Reliable, accountable, motivated, task-oriented, a willingness to learn and be a team player

### **TO APPLY:**

Apply at 1107 Griffin Ave. in the Catholic Social Ministry office. Bring a resume and reference information. You may also send information to [heidih@edmunditemissions.org](mailto:heidih@edmunditemissions.org) or apply online at [tinyurl.com/EMapprenticeapply](http://tinyurl.com/EMapprenticeapply)

