



Maintenance Person

The Las Vegas Rescue Mission is looking for a Maintenance Person to work in our Operations Department. The LVRM is a private, faith-based organization that serves our community by offering a safe place for men and women to break the cycle of homelessness and addiction.

The Maintenance person will assist with the overall maintenance of the facilities at the Las Vegas Rescue Mission and reports to the Operations Manager. This is a full time position with benefits.

The function of the Maintenance position is to assist with supervision, planning, coordinating, and ensuring the proper maintenance of the facility that is the Las Vegas Rescue Mission. In doing so the Maintenance person must comply with all standards and directions specified by the Operations Manager, the President/CEO, the Board of Directors, and Mission Policy.

Requirements

- Must be able to communicate effectively both verbally and in writing in a professional manner with other facility staff members, residents, volunteers, and donors.
- Must be able to give testimony of his/her relationship with Jesus Christ and evidence qualities of spiritual leadership including maturity, discernment, patience, encouragement, objectivity, and good stewardship.
- Previous experience in a maintenance department at a large facility is an asset.

Duties and Responsibilities

- Assist in the upkeep and maintenance of Mission facilities.
- Report all safety issues to the Operations Manager.
- Assist in the purchase of all supplies and materials needed for maintenance and upkeep as directed by the Operations Manager.
- Responsible for monitoring heating and air conditioning units; contacting outside vendors as required.
- Assist in planning and implementation of Mission projects and renovations with Operations Manager.
- Work with the maintenance crew, following all workplace guidelines, policies, and procedures.
- Perform other appropriate duties as assigned by the Operations Manager.