



POSITION TITLE:	Maintenance Specialist
REPORTS TO:	Program Manager of Facilities
FLSA STATUS:	Full Time Non-Exempt
JOB TYPE:	In Person
SALARY:	\$21.00 - \$25.00 per hour

POSITION SUMMARY:

The Maintenance Specialist supports the Senior Director of Facilities in maintaining the safety, functionality, and appearance of agency buildings, grounds, gardens, and equipment. This role performs a wide range of general maintenance, repair, and landscaping tasks to ensure facilities remain clean, operational, and welcoming. The position plays an important role in supporting daily operations and advancing the organization's mission of serving individuals and families experiencing homelessness.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



Essential Duties & Responsibilities

- Assist in ensuring the daily operational functionality of all facilities.
- Perform general building maintenance and repairs, including carpentry, plumbing, electrical, painting, and basic equipment repair.
- Maintain grounds, gardens, and outdoor areas, including landscaping and debris removal.
- Operate and maintain hand tools, power tools, and maintenance equipment safely and effectively.
- Assist with distributing supplies to departments to support program operations.
- Maintain equipment to ensure proper functioning, safety, and longevity.
- Train and supervise volunteers assigned to assist with facilities-related tasks.
- Identify maintenance needs and report issues requiring specialized repair or outside vendors.
- Follow safety procedures and organizational policies at all times.
- Carry out additional duties as assigned.
- Embrace and support the mission of St. Mary's Community Services by contributing to a safe, respectful, and supportive environment for guests and staff.

Physical & Mental Requirements

Mobility: Frequent walking and standing for extended periods; frequent pushing, pulling, bending, squatting, climbing, and operation of power equipment.

Lifting: Frequent lifting up to 15 lbs.; occasional lifting of 5–50 lbs.

Visual: Constant use of close and distance vision for reading, repairs, and equipment operation; moderate hand-eye coordination; occasional depth perception and peripheral vision.

Hearing/Talking: Frequent ability to hear and communicate clearly in person and via phone or radio.

Emotional/Psychological: Ability to maintain focus, make decisions, and interact with the public; occasional exposure to emotionally challenging situations related to trauma, grief, or loss.

Environmental: Frequent outdoor work with exposure to varied weather conditions.



What You Bring:

- High school diploma or equivalent required.
- 6 or more years of experience in general maintenance, skilled repair, or facilities-related work, including carpentry, plumbing, electrical, and general upkeep.
- Valid driver's license and clean driving record required.
- Knowledge of basic construction materials and maintenance methods.
- Ability to safely operate hand tools and powered equipment.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to follow written and verbal instructions.
- Ability to prioritize tasks and manage time effectively.
- Other duties as assigned

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.

Acknowledgment

I, _____, acknowledge that I have read the position description above, understand the requirements, essential functions, and duties of the position, and agree to perform them to the best of my ability.

Employee: _____ Date _____