

**Kendall County Women's Shelter
Job Description**

Job Title: Maintenance Technician

Department: Admin

Reports To: Operations Officer

FLSA Status: Full Time, non- Exempt

Salary: \$15.00 - \$18.00

GENERAL DESCRIPTION: Provide general maintenance of KCWS Shelter, Administrative Building and Fabulous Finds Thrift Store and grounds. This is a part-time, non-exempt position. Position is approximately 25-30 hours per week.

DUTIES AND RESPONSIBILITIES:

- A. Oversees general upkeep of center vehicle(s).
- B. Have vehicle(s) inspected in a timely manner.
- C. Maintains grounds to include all mowing, weeding, and general clean-up.
- D. Responsible for general maintenance of all buildings, inside and out.
- E. Assemble items for offices such as desks, bookshelves, etc.
- G. Supervise volunteers as assigned by team leader.
- H. Perform other duties as assigned by team leader and/or agency leadership.

SUPERVISED BY: Operations Officer

QUALIFICATIONS: Must be self-motivated, self-confident, results oriented and maintain high moral and ethical standards. Must be able to lift and carry 100 pounds. Must have a general knowledge of carpentry, electrical repair, plumbing, and be able to maintain and operate lawn mowers and all other tools used to carry out the functions of the job. Former HVAC experience preferred. Must be able to work in various environments possibly without air conditioning or heating and with chemicals that may contain unseen hazards. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read, write and converse in English. Ability to multitask and remain calm under stress. Must have emotional and physical stamina to deal with a variety of situations. Must be able to tolerate standing/walking for long periods of time. Must possess a current Texas driver's license and have a clean driving record.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and apply concepts of basic math.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office.

Education/Experience:

High School Diploma or equivalent

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; contact with pets; and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

KCWS operates a pet shelter. The employee may be exposed to animals including but not limited to cats and dogs.

ADHERENCE TO THE PHILOSOPHY OF KENDALL COUNTY WOMEN' SHELTER

1. Employee must demonstrate knowledge of and performance in accordance with the philosophy of compassion, caring and respect for the welfare and dignity of others.
2. Must display a non-judgmental acceptance of all clients/volunteers/staff/coworkers.
3. Establish and maintain good rapport in working relationships.

4. Display appropriate and consistently positive attitude.
5. Remain composed during stressful situations.

The above job description reflects the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position. Additional duties may be or assigned from time to time.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of this job description. I meet all requirements for this position and believe I have the ability to perform the duties as stated.

Date

Employee's Signature

Date

Supervisor's Signature