

St. Patrick Center

Facilities Specialist

As a member of the Federation of Catholic Charities of St. Louis, St. Patrick Center is one of Missouri's largest providers of housing, employment and health opportunities for people who are homeless or at risk of becoming homeless. We take an action-based approach to service and offer nationally recognized programs that assist more than 5,700 people each year. Our mission, at its core, is to help individuals and families move from homelessness to independence in dignified, cost-effective and permanent ways. This approach transforms our clients as well as our entire community.

SUMMARY OF POSITION:

The Facilities Specialist is responsible for completion of assigned duties related to the upkeep and maintenance of the St. Patrick Center facilities as well as other assignments related to the agency's Mission, Vision and Values.

RESPONSIBILITIES:

- Performs all assignments related to the Facilities Department as defined by written work orders and verbal directives from the Facilities Manager and/or other members of the leadership team
- Assists the Lead Maintenance Technician with facilities related maintenance as required.
- Complete special projects as assigned.
- Participates in all scheduled agency meetings.
- Meets with supervisor as needed.
- Must possess a Missouri Class E Driver's License (MO residents only).
- Other duties as assigned.

DIRECT REPORTS:

- None

KNOWLEDGE AND EXPERIENCE:

- High School diploma or GED; Associate's Degree or certification from trade school preferred.
- One (1) to three (3) years of experience in maintenance.
- Knowledge of mechanical and HVAC.

SKILLS AND ABILITIES:

- Ability to work independently as well as under the direction of others.
- Must be able to interact with all areas of the agency.
- Able to handle stressful situations.

Please apply online at <https://stpatrickcenter.ninjagig.com/jobs/facilities%20specialist/> or send resume to rirvin@stpatrickcenter.org.

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