

Union Gospel Mission- Dallas
3211 Irving Blvd
Dallas, TX 75247

Job Title: Maintenance Worker for Homeless Shelter

Job Summary:

The Maintenance Worker at our homeless shelter is responsible for ensuring the safe, efficient, and smooth operation of the shelter's physical facility. The incumbent will perform preventive maintenance, repairs, and general upkeep duties in and around the shelter's premises. In addition, the maintenance worker will need to engage and communicate clearly and compassionately with the residents of the shelter and keep the management apprised of any maintenance-related issues.

Responsibilities:

- Conduct routine maintenance and repair work on plumbing, electrical and HVAC systems, and equipment in the facility.
- Perform repairs to the physical structure of the building, including walls, floors, and ceilings.
- Perform routine inspections of the facilities to identify and report any maintenance-related issues.
- Conduct regular inventories of supplies, tools, and equipment, and ensure that they are maintained and replaced as needed.
- Maintain accurate and up-to-date reports and records of facility maintenance work performed, and other activities carried out.
- Coordinate with other departments and management to ensure efficient and effective operation of the facility.
- Respond to emergency maintenance requests, including after-hours calls.
- Develop and maintain effective communication with residents of the shelter, including clear explanations of maintenance or repair work in their living space.

Qualifications:

- High School Diploma or GED.
- Previous experience in a similar position preferred.
- Knowledge of plumbing, electrical, and HVAC systems.
- Ability to perform minor maintenance and repair work to the physical building structure.
- Ability to communicate effectively with residents of the shelter and colleagues.
- Demonstrated reliability, safety consciousness, and attention to detail.
- Ability to leverage technology for efficient management of maintenance records and reports.
- Valid Driver's license preferred.

Working Conditions:

The Maintenance Worker at the homeless shelter will be required to work in a fast-paced and dynamic environment that is demanding and challenging. The incumbent will be exposed to individuals with varying backgrounds, including mental and physical health issues, which may require some compassionate and empathetic listening. The position requires flexibility, adaptability, and willingness to work on evenings and weekends. The Maintenance Worker may be required to work in confined spaces, at heights, and in areas with limited lighting or ventilation.

Physical Demands:

The Maintenance Worker at the homeless shelter will be required to lift and carry equipment, tools, and supplies that weigh up to 50 pounds and safely operate motor vehicles, hand tools, and power tools. The incumbent will be required to use personal protective equipment, including work boots, gloves, and safety glasses, and work with hazardous materials, as needed.

Salary:

The salary range for this position is \$15-\$25 per hour, depending on experience.

To Apply:

Please submit your application, resume, and cover letter to the Human Resources Department via email at ugmjobs@ugmdallas.org. We thank all applicants for the interest. However, we will only be contacting selected candidates for interviews.

All employees recognize that Union Gospel Mission is a faith-based facility and agree that they will do nothing as an employee of Union Gospel Mission to undermine its' religious mission.