

Carpenter

Our Lady of Victory Homes of Charity has a *full time* opening available for a highly motivated **Carpenter** to join our team.

Summary: This position provides maintenance services as needed and/or assigned by assisting in a wide variety of maintenance activities, addressing immediate operation and/or safety concerns. This position reports to Director of Facilities and Plant Engineering.

Essential Duties and Responsibilities:

- Completes projects and work orders; as assigned via Homes of Charity Work Maintenance Program
- Completes assigned duties ensuring the efficient and effective functioning of the maintenance department
- Maintains buildings and grounds areas as needed and/or assigned
- Maintains assigned vehicle, tools, and equipment
- Responds to situations during and after hours when needed resolving maintenance concerns
- Performs all other tasks as assigned by supervision.

Required Education, Knowledge, Skills and Abilities:

- High School Diploma or Equivalent
- Valid NYS Driver's License
- Basic Computer Skills
- Ability to operate equipment used in skilled trades, power and hand tools
- Minor building maintenance, landscaping
- 3-5 years' experience in basic maintenance
- 5 years' experience in skilled maintenance such as plumbing, carpentry, painting, drywall, etc.
- Ability to adhere to safe working practices and handling of hazardous materials

Standard work schedule is 8-4 Monday-Friday. Overtime and working holidays may be required.

Please send resumes to:

OLV Homes of Charity 780 Ridge Road Lackawanna, NY 14218 Attn: HR-A. Wells or email to ResumeHRGeneralist@gmail.com