

## **RACINE DOMINICAN MINISTRIES – Eco-Justice Center**

### **JOB DESCRIPTION**

**Title:** Maintenance Worker **Department:** Eco-Justice Center  
**Reports to:** the Property Manager and Director **Dated:** **February 2018**  
**Status:** Part-time **FLSA:** Non-Exempt

**General Summary:** The maintenance worker is responsible for the maintenance and upkeep of the Eco-Justice Center's buildings, working machinery, and assists with grounds. The maintenance worker reports to the Property Manager and the Executive Director.

#### **Duties and Responsibilities:**

1. Maintaining and minor repairs to the Eco-Justice center buildings including small construction projects.
2. Perform scheduled maintenance for working machinery as well as minor repairs.
3. Upkeep of the grounds including lawn mowing, weed-wacking, tree removal.
4. Operating machinery such as a tractor, riding lawn mower and push mower, table saw, and drills, and log splitter.
5. Attend and help lead two Buildings and Grounds Committee meetings.
6. Organize, maintain, and clean the tools in the workshop.
7. Assist and lead volunteers who help with the gardens, buildings, and landscaping using safe practices.
8. Assist with animal care, including but not limited to feeding and watering animals, cleaning out enclosures.
9. Identifies areas of safety or concern.
10. Assist with getting quotes for contracted work.
11. Snow removal including shoveling and snow-blowing.
12. Other duties as assigned.

#### **Knowledge, Skills and Abilities Required:**

1. Demonstrated mechanical and construction knowledge and experience.
2. Ability to problem-solve repairs cost-effectively.
3. Supervisory and/or volunteer management experience preferred.
4. Ability to teach others work tasks.
5. Ability to manage one's time and the time of others.
6. Takes initiative and is pro-active.

**Physical/Mental Requirements:**

1. Ability to perform physical activities that require considerable use of arms, legs, and moving whole body, including the ability to walk significant distances, stand for extended periods, lift moderate weights, and stand and stoop. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching on slippery or erratic surfaces.
2. Ability to stand on a ladder and safely perform job duties.
3. Ability to work as a team member, flexibility, openness.
4. Ability to work cohesively with and manage a variety of personalities.
5. Ability to be pleasant with others on the job and display a cooperative attitude.
6. Willingness and ability to do hands-on work, including building and grounds maintenance, landscaping, and animal care.

**Additional Requirements**

1. Openness to learn and understand the mission of Racine Dominicans and implement the goals of the Eco-Justice Center.
2. Successful completion of a background check, physical, and drug test.
3. Reliable, responsible and dependable in fulfilling obligations.
4. Honest and ethical with a can-do attitude.
5. Valid driver license and insurance.

**Working Conditions**

Work is primarily outdoors and includes working with animals residing at the EJC. May be exposed to loud sounds and distracting noises (dogs barking, geese honking, roosters crowing, lawn mower, etc.). May need to wear common protective or safety equipment such as safety glasses, gloves and boots. Holidays and special events may occasionally involve irregular work hours due to emergent situations or staffing needs.

**Suggested flexible work schedule:**

- Two or three days a week between, 10-15 hours weekly
- May have to work on a weekend depending on staffing

Interested? Call Sister Rejane at 262 681-8527 or email [rejane@ecojusticecenter.org](mailto:rejane@ecojusticecenter.org)