



Maintenance Worker (Part-Time)

The mission of the Downtown Women's Center (DWC) is to provide permanent supportive housing and a safe and healthy community fostering dignity, respect, and personal stability and to advocate ending homelessness for women. Founded in 1978, DWC was the first organization to exclusively serve mentally ill and elderly homeless women on Los Angeles' Skid Row. The DWC Day Center offers over 60,000 meals, case management, and other supportive resources on a drop-in basis to more than 3000 homeless women each year, while the DWC Residence provides a permanent home and a range of services to 71 women who were once without safe, affordable housing. Please visit our website – www.DWCweb.org – for more information.

POSITION SUMMARY

DWC is seeking a part-time maintenance worker to assist with the successful ongoing operations of all facilities equipment, including HVAC, plumbing, electrical plans, lighting, climate control, roofing systems, and general building maintenance of a 67,000 square-foot building. This position reports directly to the Property Manager.

ESSENTIAL FUNCTIONS

- Follow a recurring preventative maintenance schedule for each facilities operating system
- Perform routine inspections throughout the facility to detect wear, malfunctions, and breakdowns; investigate malfunctions and breakdowns of systems to diagnose causes and locate the source of the problem; and anticipate potential malfunctions and breakdowns and take appropriate action to prevent or minimize impact on services
- Work with vendors and contractors in maintenance and repair of systems and equipment
- Assist with general building maintenance and janitorial duties in coordination with contracted cleaning company, including but not limited to sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, carpet cleaning, painting, equipment installations, changing light bulbs, debris removal, and landscape work/gardening

NECESSARY SKILLS & QUALIFICATIONS

- At least 2 years mechanical engineering field experience including HVAC, electrical, and plumbing or equivalent education/certification preferred
- High school degree/GED or equivalent required; additional vocational training in any engineering or maintenance trade preferred
- Basic competence in MS Outlook and MS Excel required; advanced experience with MS Office applications preferred
- Excellent organizational, planning, problem-solving skills and the ability to prioritize multiple projects
- A self-starter with a strong work ethic, and ability to work successfully as a member of a team

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):

- Ability to work both indoors and outdoors as required
- Ability to work at heights and in confined spaces
- Ability to work extended periods of time both walking and/or standing
- Ability to lift up to 50 lbs
- Ability to work evenings, weekends, and holidays

Schedule and Salary: This is a non-exempt, part-time position. Office hours are 9:00am to 5:30pm, with flexibility to work evenings, and weekends when necessary. Salary range: \$13.50-\$15.00/hr. **To Apply:** Please email cover letter and resume to: HR@DWCweb.org. Please include 'Maintenance Worker' in the subject line.