



JOB DESCRIPTION

Title: General Maintenance Assistant
Department: Support Services
Reports To: Facilities Director
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: Responsibilities include assisting with room set up for various ministries and events. Responsible to perform preventative maintenance and cleaning of equipment with a working knowledge of equipment, tools, and machinery. Light to moderate building maintenance.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clean and set up rooms for various events
- Carpet vacuuming and cleaning
- Perform light painting and drywall patching
- Light Plumbing duties
- Cleaning of church vehicles
- Replacement of ceiling tiles as needed
- Inventory and stocking of cleaning and maintenance items
- Preventive maintenance on HVAC units, ice makers, and refrigerator freezers
- Light exterior repair of all buildings
- Light patching of parking lots
- Operate large box trucks & all size tractors, zero turn mowers & all-terrain vehicles.
- Reconfiguration, installing, & remounts of modular offices and space
- Light & moderate snow removal
- Testing of emergency lighting.
- Rotate on locking down of building and premises.
- Assist with performing monthly fire drills with facility team

Additional Responsibilities:

- Knowledge of how to use boom and scissor lifts, trenchers, commercial mowing equipment, snow removal equipment
- Help Facilities Director as needed
- Perform other work related duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Ability to use common tools
- Ability to perform duties with moderate supervision
- Willing to research and find ways to make repairs on own
- Must have patience when needed to complete tasks properly
- Basic computer skills required
- Must be able to work flexible hours

Work Environment

- Extreme weather conditions as the job requires (snow removal, etc.)
- Heights and ladders are a required use
- Use of lubrications, fluids, cleaning solvents, batteries etc.
- Bio-chemical waste such as bodily fluids

Physical Demands

- Lifting or pushing up to 50 lbs. regularly
- Comfortable with heights
- Able to see color
- Hearing
- Able to climb ladders
- Bend at the waist, sit, kneel, lay horizontally, climb, walk, etc. as job may require

Position Type/Expected Hours of Work

This position is 40 hours per week with occasional overtime. A typical work week would be Monday to Friday 8:00 am-4:30 pm. With one weekend per month. The days and times could vary depending on the need.

Travel

This position can require local travel for errands, appointments on equipment, etc. The church will provide a vehicle as needed and available.

October 12, 2018

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.