

# **Grace Community Maintenance Position**

**Status:** Full time

**Wages:** Hourly

## **Job Description**

### **General:**

All staff of Grace Community is expected to walk in a manner worthy of their higher calling in Christ, and to exercise the utmost in Christian integrity before God and men, maintaining as their first priorities, their relationship to the Lord Jesus Christ and their family.

This position has the primary focus of supporting the work of ministry at Grace Community by providing maintenance, repair, and program set up requirements on a daily basis. A high priority for this position is the philosophy of excellence in the on-going development of buildings and grounds to be maintained at their highest standard. There will be frequent contacts with Church and School staff and you will be expected to communicate effectively and present yourself in a professional manner.

### **Accountability:**

All maintenance personnel will work under the direct supervision of the Maintenance Supervisor, who works under the direct supervision of the Facility Director.

### **Specific Responsibilities:**

At the request of the Maintenance Supervisor you will be asked but not limited to:

- Follow written or oral instruction given by the Maintenance Supervisor
- Perform general maintenance in all areas of buildings, grounds and equipment
- Assist in the physical set up of rooms for activities/events
- Be responsible for any lock-up (security) during your shift
- Assist in custodial work if needed
- Adapt to unscheduled events and last minute changes that are unforeseen
- Any duties that might be added to this list, to provide for the ministries of Grace Community

**Education and / or Experience:**

High school education / GED, preferred or equivalent. Must be able to show related experience and / or training, or equivalent combination of education and experience.

**Skills:**

Must be able to use small hand tools, lawn equipment, and typical shop tools with reasonable proficiency. A basic knowledge of electricity, HVAC, plumbing, and light construction/remodel work is needed.

**Certificates, Licenses, Registration:**

Maintain a valid Drivers License

Note: Any travel or vehicle needs between work locations will be provided by Grace Community unless other arrangements are made in advance.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the specific responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the specific responsibilities. This position requires standing, walking, climbing, and use of hands, normal speech and hearing. The position may require the ability to lift and / or move 25 pounds and occasionally lift and / or move 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Communication:**

The employee must be able to understand clear and specific English instructions both verbal and written.

**Work Environment and Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job. The noise level in the work environment is usually moderate. None or very limited exposure to physical risk.

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Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date