

CARMEL BAPTIST CHURCH

Position Description

Maintenance Worker

Ministry Area: Administration

Reports To: Facilities Director

Supervises: n/a

FLSA: non-exempt

SUMMARY OF THE BASIC FUNCTION

Perform general maintenance, assist with in-house projects and other facility needs in general.

GENERAL QUALIFICATIONS

Education: High school graduate or equivalent.

Skills: Must be proficient with most hand tools. Should have some knowledge of general maintenance and repairs of facility and equipment. Basic computer skills for email, work order system, research repairs on line, etc. are desired.

Experience: Minimum of one year of previous hands-on experience in a maintenance position with a large commercial facility or multi-family housing facility is preferred.

Physical Demands/Work Environment: This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Employee must frequently lift and move items over 50 pounds. While performing duties, the employee is regularly required to talk and hear. Specific vision abilities related to this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mental Requirements: Thoroughness and effective time management skills are essential. Attention to detail and mental concentration are necessary for performing many functions at one time and tolerating frequent disruptions.

SCOPE OF AUTHORITY

n/a

ESSENTIAL FUNCTIONS

- Perform general duties which includes, but is not limited to: repairs and maintenance of equipment, building's interior/exterior maintenance, painting, constructing stage sets and designs, changing light bulbs, minor plumbing repairs, drywall repairs, replacing carpet tiles, etc. Assist in set up preparation of church events.
- Deliver packages and supplies throughout the building as needed.
- Must demonstrate responsibility to have building keys, access to all areas, alarm codes, and open or close the campus.
- May be asked to perform general cleaning tasks.
- Good interpersonal skills for interacting with facility team members, ministry staff, and students.
- Be watchful to recognize and address or report any unsafe conditions to the Facility Administrator
- Other duties and assignments as assigned.