# urban-grace-no-heart-logoUrban Grace

# Job Description and Qualifications

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| Position: | | General Maintenance Worker |
| Department: | | Facilities |
| Reports To: | | Facilities Coordinator |
| Type of Position: | | Part-time, 6 hours/week, non-exempt |
| Compensation: | | $25/hour |
| Issue or Revised Date | | 10/18/17 |
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| **Basic Summary** | |  |
| Provide consistent and thorough upkeep of the building through general maintenance in order to support the ministry of Urban Grace and its ministry partners. | | |
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| **Essential Job Functions** | | |
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| 1. | Various maintenance projects including general repairs, carpentry, painting, plumbing, electrical, etc. as assigned and assisting in creating project list, picking up project supplies, etc. | |
| 2. | Monitoring of building equipment and planning for preventative maintenance in partnership with Facilities Coordinator. | |
| 3. | Security during hours of operation including securing doors and windows, reporting any suspicious behavior, checking rooms/hallways, etc. | |
| 4. | Consistent, clear and immediate communication to Facilities Coordinator about observations to note, changes in project plan, requests and concerns. | |
| 5. | Other duties as assigned. | |

**Qualifications**

* Reliable, honest, self-motivated and hard-working
* Have a caring attitude, excellent people skills, and high integrity
* Able to work under deadlines and be flexible to handle the changing needs of the church
* Respect for all people and the Christian church

**Requirements**

* Working knowledge of plumbing, electrical, carpentry, painting, etc. and the basic tools required for each
* Flexible evening and weekend schedule and ability to be on call for maintenance emergencies
* At least two years experience required
* High school diploma or GED equivalency
* Proficient in English both verbal and written
* Certification/Licensure: current driver’s license, automobile insurance, and vehicle

**Physical Demands**

1. While performing the duties of this job, the employee is regularly required to talk, hear, read, write and type at a computer.
2. Job requires physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, climbing stairs and the ability to lift at least 50 pounds.
3. Stamina to maintain continuous physical effort for the duration of the shift on a regular basis.

**Work Environment**

* General labor working conditions for a downtown location.
* The noise level in the work environment is usually moderate.
* Some exposure to noise, odors, and worksite hazards.

**Urban Grace is an Equal Employment Opportunity employer.**