



## **Job Description**

**Position title:** Facilities Maintenance Assistant

**Date initiated:** March 20<sup>th</sup>, 2003

**Revised:** January 9, 2018

**Reports to:** Maintenance Supervisor

**Hours or days/week involved in this role:** 20 hours/week

### **Position summary:**

The Facilities Maintenance Assistant performs general building and grounds maintenance and janitorial tasks including, but not limited to, those listed below. Will assist with special projects as needed. May be required to perform tasks additional to those specified as the need arises.

Computer literacy is required.

Normal hours will be approximately:

Sunday 12pm-4pm

Monday- Thursday 11am-3pm

This position may require working on weekends, Easter and Christmas.

### **Duties (main building and warehouse)**

Clean & restock all bathrooms

Dust

Vacuum all areas of the facility

Extractor-clean carpets

Empty trash containers throughout facility

Wash windows

Clean window screens (Loft)

Clean exterior decks, and parking lot drains

Set up and reset rooms for meetings, groups, and events

Move various items to and from storage

Check and change light bulbs when needed

Assist with stage decoration  
Perform various grounds clean-up tasks  
Assist staff or volunteers with facility or grounds projects as directed  
Touch up paint throughout the facility  
Maintain current inventory of janitorial supplies & light bulbs  
Inspects the facility and grounds for safety and security. Makes minor repairs or adjustments, as directed  
Sweeps decks, sidewalks and picks up debris from church grounds, as needed  
Maintains dumpster area in a clean and orderly manner  
Performs light maintenance and repair tasks operating hand and power tools  
Responds to routine and emergency maintenance work orders  
Moves, arranges and sets up furniture and equipment for services, special events, and meetings, as scheduled  
Sets up and cleans up for scheduled baptisms  
Performs all related duties as assigned

**Personal Attributes Required:**

Ability to lift a minimum of 50 pounds  
Aptitude and physical ability to work with tools, and "physical" projects  
Ability to work from ladders and lifts  
Organized  
Computer literate  
Ability to maintain recurring task lists, inventory lists, etc on Excel  
Positive and cheerful attitude  
Proactive in initiating solutions to problems  
Responsible and diligent to follow through on assigned projects  
Self-disciplined to work with little supervision  
Takes constructive feed-back and instructions in a positive manor  
Personal integrity, trustworthiness and honesty  
Ability to maintain confidentiality

**Desired Skills:** (These skills can be learned on-the-job if necessary)

Operates vacuum cleaners, carpet cleaning equipment and other maintenance equipment.  
Any electrical, mechanical, plumbing, gardening skills  
Ability to operate a scissor lift

**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.  
Good physical and mental health and the ability to deal effectively with stress.  
Perform moderate to heavy manual labor.  
Lift up to 50 lbs. several times daily in moving furniture, emptying trash and handling cleaning supplies.  
Be able to exhibit full motor movements including lifting over shoulder heights.

Be able to stand on feet for 7-1/2 hours daily.

Have full manual dexterity.

Ability to read safety regulations. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**Qualification requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or experience:**

High school diploma or general education degree (GED) desired. Knowledge of methods, materials and equipment used in cleaning various types of surfaces and furniture; and basic safety practices related to cleaning methods. One year of work experience, preferably including some maintenance and grounds-keeping work; or any combination of training and experience that could likely provide the desired knowledge and abilities.

**Language skills:**

Follow a written schedule and understand oral and written commands. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write.

**Mathematical skills:**

Ability to calculate figures and amounts such as proportions, percentages. Ability to apply concepts of basic algebra and geometry.

**Reasoning ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written oral, diagram, or schedule form.

**Certificates, licenses, registrations:**

Must possess a valid California driver's license, current automobile insurance and have access to a reliable vehicle.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate except when using equipment.