

GENERAL MAINTENANCE WORKER (Hourly)

Position

General maintenance worker for Faith Lutheran Church & School

Purpose

The job of General Maintenance Worker was established for the purpose(s) of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and facilities are maintained in good working order and are available when needed.

Job Summary

- Performs a wide variety of general and semi-skilled maintenance activities (i.e. carpentry, painting, plumbing, HVAC, electrical, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (i.e. repair status, activity logs, maintenance logs, etc.) for the purpose of documenting activities and/or conveying information.
- Installs system component parts, classroom and office equipment and facility components (i.e. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- Coordinates with volunteers and/or skilled tradesmen for the purpose of completing projects and work orders efficiently.
- Inspects/repairs buildings and grounds as needed for the purpose of providing an effective working/learning/worshiping environment, preventing damage and/or limiting liability exposure.
- Repairs furniture and building system components for the purpose of ensuring a safe working environment.
- Communicate with the Business Manager for ordering maintenance supplies.
- Communicate with the Business Manager regarding building and equipment inspections and corresponding records.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the facility.

Skills, Knowledge and Abilities

- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating power and hand tools, operating equipment, adhering to safety practices; handling hazardous materials; and planning and managing projects.
- Understanding of facility blue prints and general and semi-skilled maintenance skills required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Knowledge of technology, math, ability to read a variety of manuals, understanding multi-step instructions and oral instructions; write documents and/or present information to

others. Required to satisfactorily perform the functions of the job following proper procedures and follow safety standards and procedures.

- Ability to prioritize work load.
- Ability to work around scheduled activities/meetings and to effectively work with others. Some problem solving may be required to identify issues and select action plans. Must be able to adapt to changing work priorities, mechanical aptitude, working under time constraints and complying with OSHA regulations.

RESPONSIBILITY

- Working under limited supervision, following standardized practices/procedures; provide information and/or advise others, and operate within a defined budget.
- Coordination/direction of maintenance issues/needs will come from the Business Manager, Principal, and Touching Hearts Director.

WORKING ENVIRONMENT

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. The job is performed under minimal temperature variations and in a generally hazard free environment.

EXPERIENCE

- Job related experience is required.

EDUCATION

- High School diploma or equivalent.

CERTIFICATES & LICENSES

- Valid Nebraska Driver's License & Evidence of Insurability.
- Background checks required.

HOURS

- 20 hours per week.
- Prefer at least 2 hours per day be worked during the 5-day work week, with the remaining 10 hours per week flexible (i.e. daytime, evenings or weekends)

COMPENSATION

- \$25 per hour