



JOB DESCRIPTION

Maintenance Assistant

Reports to: Facilities Manager

Status: PT/Non-Exempt

Department: Administration

Date: August 2020

Out of gratitude for the grace extended to us by Christ, our mission is to love, honor and serve our struggling neighbors at their point of need and holistically equip them to flourish in community.

SUMMARY OF POSITION:

Under the guidance of the facilities manager, the maintenance technician ensures the basic systems of the ministry's facilities remain in operating condition allowing staff to focus on the vision, mission, and values of the ministry.

Transforming Lives, Transforming Communities

DUTIES AND RESPONSIBILITIES:

- ❖ Address potential safety hazards to avoid staff, guest, and volunteer injuries
- ❖ Repair plumbing, electrical, water, security, or structure issues
- ❖ Taking inventory of maintenance supplies and notifying the facilities manager of low or depleted supplies
- ❖ Detect and report the need for major maintenance repairs
- ❖ Occasionally work with and lead volunteers on projects around facilities
- ❖ Assist with special projects as needed
- ❖ Provide staff with support and guidance on maintaining equipment
- ❖ Maintain accountability to facilities' manager regarding status and completion of projects
- ❖ Seasonal grounds maintenance as needed
- ❖ Oversight of outside vendors when working in the building
- ❖ Maintain positive relations with vendors
- ❖ Respect confidentiality of guests served LifePath
- ❖ Consult with facilities manager when unsure how to proceed in a situation
- ❖ Pick up needed materials from local vendors
- ❖ Perform other duties as assigned

SKILLS AND QUALIFICATIONS:

- ❖ Excels in a fast-paced work environment.
- ❖ Excellent interpersonal skills
- ❖ Ability to effectively communicate with other staff
- ❖ Strong problem-solving skills

- ❖ Ability to safely operate ladders, hand, and power tools
- ❖ Apply critical thinking to resolve issues utilizing on-hand resources or be able to identify the needed materials to resolve identified issues
- ❖ Able to replicate demonstrated tasks/skills
- ❖ Valid driver's license required

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- ❖ Stand, walk, or sit – continuously
- ❖ Reach with hands and arms – frequently
- ❖ Stoop, knee, or crouch – frequently
- ❖ Lift and/or move up to 50 pounds - occasionally

EDUCATION/EXPERIENCE:

- ❖ Knowledge of HVAC, plumbing, electrical, carpentry, and mechanical systems (including relevant equipment and tools) is a plus
- ❖ Possess trade school or other relevant construction/maintenance field education or is able to demonstrate successful building maintenance experience.

GENERAL STATEMENT:

It is understood that this job description may be expanded or modified in the future to accommodate facility needs.

Requirement:

The York Rescue Mission dba **LifePath Christian Ministries** is a privately funded 501 (c)3 non-profit, Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to share the Gospel in order to see lives redeemed, renewed, and restored and to celebrate the stories of lives being transformed through relationship with Jesus Christ. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of LifePath Christian Ministries;
- Subscribe to the LifePath Christian Ministries' Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the policies of the LifePath Christian Ministries' Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein and I affirm that I can fulfill the requirements of this role. I understand that this job description is not all-inclusive and that employment is always "at will".

Signature

Printed Name

Date