

Job Description: Facilities Maintenance Assistant I

ADVENT LUTHERAN MINISTRIES

Position Description:

Perform the maintenance, upkeep and improvements of the Advent Life Ministries campus. The Facilities Assistant assists in the maintenance of all Advent buildings, special project needs, and grounds of the ministry, perform the upkeep of equipment and supplies.

Mission:

Provide for an inviting, attractive, safe, comfortable, productive physical environment for church members, guests, students, tenants and employees.

Knowledge, Skills, Abilities:

Basic understanding of the principals of construction, carpentry, electricity, plumbing and air conditioning, grounds maintenance and general repairs.

Areas of Responsibility:

- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Handling repairs and maintenance.
- Repairing machines, equipment, or structures as necessary.
- Performs general cleaning and minor housing keeping duties
- Painting

Required education:

- High School Diploma.
- Job related experience.
- Trade school a plus, but not required.

Experience:

- Proven maintenance experience.
- Skilled in the use of hand and power tools.
- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
- Ability to climb ladders.
- Ability to lift heavy items.
- Experience with common measuring instruments or electronic testing devices.
- Experience performing routine maintenance.
- Strong organizational and follow up skills.
- Ability to work independently and have strong time management skills.

- Professional presentation and attitude.

Additional Requirements:

The Facilities Maintenance Assistant I may be required to work shift work including weekends, evenings, and holidays.

Reporting:

Report to Advent's Facilities Manager or designee

Salary: \$29,000.00

Job Skills Prequestionnaire:

1. Describe some of the equipment or facilities you've worked with in the past. (Work history)
2. If several machine breakdown at once, which one would you repair first? Why? (Time management)
3. You notice that another maintenance staff member is not following procedures. How would you handle this? (Compliance)
4. Are there certain types of repairs you really enjoy doing? Are there some that you struggle with? (S/W)
5. How do you troubleshoot problems with equipment? Use experiences to support your answer. (Technical skills)