

Church of the Open Door

POSITION DESCRIPTION

POSITION TITLE: Properties Maintenance Worker

Job Summary: The Properties Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including basic plumbing, electrical and carpentry. Requires the use of power tools. Minor golf cart and auto-mechanic repair experience preferred.

Position Hours: 20 hours weekly Mon-Thurs 7:00am – 12:00pm

DUTIES AND RESPONSIBILITIES:

- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using equipment manual as needed.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs basic routine maintenance on golf carts, vehicles, landscaping equipment and irrigation.
- Landscape the grounds including mowing, trimming, edging, using the weed eater, pulling weeds and blowing surfaces for leaves and clippings.
- Basic electrical troubleshooting and repair. Change light bulbs in ceiling fixtures and lamps as needed.
- Performs other related duties as assigned.
- Complete all assigned facilities service requests within established periods and approved costs.

Required Skills/Abilities:

- Ability to follow instructions from supervisor or pastors
- Knowledge of irrigation and light electrical repair
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

Uniform: Steel toe boots are required or hard toe tennis shoes, preferably boots.

INTERNAL RELATIONSHIPS: Works directly for the Properties Supervisor

EXTERNAL RELATIONSHIPS: Must maintain a good testimony in the church community.

GENERAL:

- Believe in and adhere to the Church of the Open Door Constitution and Bylaws, Articles of Faith and Statement of Faith and Practice
- Demonstrate presently improving character and spiritual growth
- Is a team player