

# MAINTENANCE STAFF

## Part-Time

Date Updated October 2022

**ACCOUNTABLE TO:** Superintendent

**MINISTRY PURPOSE:** To act as an integral working part of a staff that is charged with the responsibility of maintaining the operation, cleanliness, and esthetic appeal of the facilities and campus of Grace Lutheran Church and Christian School.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

**Independently performs the following semi-skilled maintenance duties:**

1. Perform custodial and janitorial duties to ensure the cleanliness of all facilities in a timely fashion.
2. Perform necessary maintenance on the facility as directed by the Superintendent.
3. Respond to the reasonable needs and requests of staff.
4. Perform elements of the landscape maintenance plan as directed.
5. Reconfigure furniture and set up rooms as necessary to support functions held in the facility.
6. Set up/take down cones for school dropoff and pickup.
7. Ensure all tasks are completed in a safe and timely manner.
8. Apprise the Superintendent of any item of repair, deficiency or need not addressed by the maintenance plan.
9. Make sure all equipment used in a reserved space is available at the time the room is set up and that the equipment is properly stored when the use for the space has concluded.
10. Secure the campus as required at end of shift, ensuring that all windows, gates, and doors are locked and alarmed.
11. Manage time and resources effectively.
12. Identify and request needed cleaning, janitorial, and maintenance supplies.
13. Other responsibilities as directed by the Superintendent.

**QUALIFICATIONS:** Knowledge of basic methods, practices, equipment, tools, and materials used to perform semi-skilled maintenance and construction work. English language communication is a must. Bilingual is desired.

**ESSENTIAL PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:** Sufficient stamina to stand, walk, sit, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend to install, repair or construct materials and equipment on a daily basis eight to ten hours a day; strength to regularly transport objects weighing up to 75 pounds and occasionally up to 100 pounds; mobility to climb and descend ladders; subject to working in high and precarious places; sufficient finger dexterity to grasp, push, and pull hand and power tools and heavy equipment and objects; sufficient stamina to perform heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to read fine print.

Work is subject to exposure to dust, dirt, odors, noise, vibrations, heights, electric shock, poor ventilation, chemicals, fumes, solvents, and gases. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments. This job generally requires 10% sitting, 45% walking and 45% standing.