

Horizon Community  
Church  
23370 SW Boones  
Ferry Rd., Tualatin, OR  
97062

### ***MAINTENANCE WORKER JOB DESCRIPTION***

**Purpose:** The Maintenance Worker maintains buildings and grounds in top condition to ensure full and productive use of church facilities. To accomplish these tasks the Maintenance Worker must work closely with the staff and administration of Horizon Community Church.

**Responsible to:** Facilities Manager

**Payment Rate:** 13.25 hour

**Benefits:**

- Paid vacation per the Employee Handbook
- Paid sick leave per the Employee Handbook

**Qualifications:**

1. High School diploma or equivalent, unless currently enrolled in high school.
2. Experience in building and grounds operations preferred.
3. Desire to continue career improvement.
4. Familiarity with computers and software relating to maintenance duties.
5. Ability to read chemical labels.
6. Ability to read material safety data sheets (MSDS).
7. Ability to initiate and complete work orders.
8. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

**Essential Functions:**

1. Maintain church buildings and grounds in top condition to ensure full and productive use of facilities.
2. Ensure that all activities conform to church guidelines.
3. Communicate effectively with all members of the church community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Support the mission of the church.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to drive a mechanical vehicle.
9. Must be able to work in high places.

**General Responsibilities:**

1. Assist in maintaining buildings and grounds in top condition.
2. Assist in promoting the safety, health, and comfort staff and attendees.
3. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
4. Perform preventive maintenance, repair, and installation as assigned.
5. Move equipment and materials within and between buildings.
6. Work overtime if needed.
7. Perform custodial duties when necessary.
8. Observe church policies at all times.
9. Keep abreast of new information, innovative ideas and techniques.
10. Adhere to all church health and safety policies.
11. Other duties as assigned by the Facilities Manager.