

**Horizon Community Church  
and School**

**MAINTENANCE WORKER**

**QUALIFICATIONS:**

1. High School Diploma or GED
2. Working knowledge of building maintenance duties and equipment
3. Demonstrates competency and experience in all areas of building maintenance.
4. Other qualifications deemed appropriate to perform job functions.
5. Holds a valid State of Oregon driver's license.

**REPORTS TO:** Facilities Director

**TERMS OF EMPLOYMENT:** Part time position with pay, vacation and sick time benefits, TBD in accordance with negotiated agreement.

**JOB GOAL:** To provide church adherents, school students, staff and the general public with a safe, clean, comfortable and efficient place to work, learn, play and develop.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, understand policies, procedures and related information; and to provide and follow verbal and /or demonstrated instructions.
2. Basic Computer skills to access emails, calendars and timecards.
3. Physical ability to perform all necessary upper and lower body movements.
4. Ability to talk, hear, see, and correctly perceive.
5. Ability to reach, lift and do basic math, writing, eye hand coordination, sitting and stooping.
6. Ability to lift-up to 50lbs.

**PERFORMANCE RESPONSIBILITIES:**

This will be a general job description for the maintenance worker. The Church recognizes that not all job duties are performed by all of the maintenance staff. Job duties may be different depending on the campus and shift. Maintenance staff will be evaluated on job duties that they perform.

1. Works flexible hours to meet the needs of the Church and School.
2. Plans workload or follows directives to ensure the most efficient use of time is maintained on the job
3. Keeps the interest of the church adherents, students and staff foremost in all aspects of employment.
4. Keeps the building and premises, including sidewalks, parking lots, entrances, porches and play areas, neat and clean at all times
5. Shovels and clear walkways and steps as appropriate
6. Assumes responsibility for closing the building each day as directed; determines before leaving that all doors/windows are secured, and all lights except those left on for safety are turned off, and alarms are set.

7. Opens buildings as directed checking to make sure all systems (lights, heat and others) are in working order. Turns off alarms.
8. May performs routine maintenance duties such as minor electrical repairs plumbing repairs, wall repairs and other duties necessary to ensure a safe, well maintained facility.
9. Promptly reports to the Facilities Director, any repairs needed.
10. Remains on company premises during work hours with the exception of scheduled breaks or directed travel.
11. Brings in deliveries as needed, i.e. paper, office supplies, and routine deliveries.
12. Follows proper safety procedures when operating equipment and complies with safety, OSHA and EPA regulations
13. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance and is punctual for assignments
14. In a timely manner, informs Facilities Director of his or her absence, if illness or unusual circumstances warrant.
15. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self-reliant; demonstrates respect for self and others, accepts suggestions and follows instructions. Follows the proper channels of command and exercises confidentiality of privileged information relating to school and personal matters.
16. Sets a good example in areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time.
17. Performs all other related duties as deemed necessary by the Facilities Director.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of Church adherents, staff, or student life and oral or written records they may encounter in the course of their work.
2. Demonstrates a respect for legal and human rights of others.
3. Meets and follows all laws and regulations at both the state and federal level, as well as all policies of the company.
4. Arrives and departs punctually, notifying the Facilities Director about absences and shift coverage.
5. Follows health and safety procedures established by the company.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures and programs.