

JOB TITLE: MAINTENANCE AND FACILITIES

Matthew 25: Ministries is seeking a full time Maintenance worker to join our team and help utilize a variety of hands-on skills to help with the upkeep of our facilities and the completion of special projects. Includes tasks such as construction projects, electrical work, and maintenance of equipment.

SCHEDULE

Full Time, Monday - Friday with occasional non-business hours

PAY

\$32,000 - \$35,000 / year salary + benefits

THE SUCCESSFUL CANDIDATE WILL WORK WELL BOTH INDEPENDENTLY AND AS PART OF A TEAM WITH THESE PRIMARY RESPONSIBILITIES:

- Performing general maintenance tasks for the building or buildings, such as drywall repair, plastering, carpentry, flooring repair, painting and more.
- Detecting, identifying and repairing building issues.
- Responding to and completing maintenance requests.
- Conducting routine maintenance on equipment and building systems.
- Completing safety checks on systems and equipment.
- Setting up repair appointments with mechanics or electricians when needed.
- Maintaining records of any work and inspections done on-premises.
- Performing inventory on repair supplies.
- Keeping repair tools and supplies clean and organized.
- Answer questions about the Ministry, being willing to research and follow up as needed.
- Maintain a detailed schedule and meet time constraints daily.
- Represent Matthew 25: Ministries in a professional and positive manner at all times.

REQUIREMENTS:

- Proven maintenance experience.
- Related degree from a technical college preferred. High school diploma or general education degree (GED) acceptable.
- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogs as necessary.
- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
- Experience performing routine maintenance.
- Strong organizational and follow up skills.
- Detail oriented.
- Strong problem solving skills.
- Professional presentation and attitude.
- Ability to maintain focus while working individually.
- Strong time management skills.