



Maintenance Lead

Job Classification: Non-Exempt / Full-Time

Your Team: This position reports directly to the Facilities Director and works closely with the Shop Coordinator and the custodial staff.

OUR MISSION

We seek to become an authentic biblical community effectively reaching out to our churchless neighbors with empathy, grace & truth, so they can experience a whole new life with Jesus, and like Jesus, more every day.

OUR VISION

In 2030, we will be planted in four western locations strategically equipping suburbanites to collaborate with the Holy Spirit in wisdom, power & revelation. Together, we will graciously lead our churchless neighbors to be with Jesus & like Jesus, more every day. Together, we will empower joyous small groups to care well for each other and meet the needs of the most vulnerable. As a result, we will alter neighborhoods locally & around the world, creating tremendous applause for our Father in heaven. All four locations will be commissioned to multiply to four more locations over their next ten years. Lastly, no perfect people will be allowed to join these communities.

OUR CORE VALUES

We are a multi-generational, suburban church of Clark County, making disciples who join others who make disciples, reaching thousands of our churchless neighbors, meeting the practical needs of the most vulnerable, developing competent kingdom servants and leaders who multiply.

We believe that our everyday operations should be based on this mission and implemented through a commitment to integrity and excellence in all that we do. We are dependent upon the Holy Spirit and the Word of God to lead us in all matters of motivations and behavior that encompasses personal, professional, and spiritual responsibilities. Each employee should carry out their responsibilities in a way that reflects the biblical core values of Vancouver Church.

POSITION SUMMARY

The Maintenance Assistant will work with the Shop Manager to help secure the proper maintenance and functionality of the facility for Vancouver Church and King's Way Christian School. This position will work in cooperation with the Facilities Team to ensure that preventative schedules, repairs, rebuilds, replacements, and restoration needs of the facility are met. This position will assist in the planning and directing of the day-to-day facility needs to ensure that safety, security, usage, appearance, and overall maintenance of the establishment are in excellent functioning condition.

JOB RESPONSIBILITIES

- Assist with the maintenance of the building and equipment on and in the facility. This may include, but not limited to, structural care, cleaning, grounds keeping and landscape, kitchen repair, cafeteria, classrooms, vehicles, offices, etc. All must be in excellent condition. Repair or replace items and equipment as needed.
- Assist the Shop Manager and Coordinator with the ordering, intake, organization and management of all supplies and equipment as needed for repairs and maintenance.
- Work in cooperation with the Shop Manager to respond to all work-orders to ensure timely and satisfactory completion of jobs.
- Work with outside vendors as needed.
- Assist with the needs of HVAC, plumbing, electrical, waste management and other essential utilities and ensure its equipment is in good working order.
- Provide assistance with the maintenance of all parking lots on the property.
- Support the Shop team and King's Way school as needed to help maintain and ensure that all fields, playgrounds, and surrounding areas used for the church, the school and the community are in excellent condition.
- Assist the Shop team with providing a safe environment.
- Provide record keeping and follow the process for reporting how repairs are being completed.
- Assist Shop Team with all security concerns as needed. Be able to recognize security threats on campus. Report issues to authority.
- Work on mechanical lifts, ladders and scaffolding in a safe and calm manner.
- Maintain and organize work areas and closets.

PERSONAL RESPONSIBILITIES

We ask that if you call Vancouver Church your home church and you are faithfully following Christ-centered biblical principles, that you would embrace the following:

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- As an act of worship, tithe at least 10% of your income toward the mission and vision of Vancouver Church.
- Take the initiative and be aware of what is/isn't happening around you and take action.
- Expectations are that you spend 70% of your time fulfilling your personal job responsibilities, 20% supporting your fellow team members and 10% on personal/professional development.
- Serving with joy in an area of ministry; this is above and beyond your professional job.
- Be loyal to the mission, vision and your fellow staff members and always protect the unity of Vancouver Church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to Vancouver Church.

REQUIRED SKILLS, KNOWLEDGE AND PHYSICAL AND COGNITIVE ABILITIES

- A clear testimony of faith in Jesus Christ and a vital growing personal relationship with Him.
- 2+ years of experience in general maintenance in a comparable field
- Skilled with basic repair and maintenance. Examples may include but are not limited to: minor electrical and plumbing, vacuum cleaners, scrubbers, building equipment, etc.
- Physically able to: lift 50+ pounds unassisted, work in a fast paced environment, twist, turn, stoop, bend, kneel, and all other physical requirements needed to perform the tasks well for up to 8 hours a day
- Ability to prioritize, organize and work with minimal supervision.
- Skills with large and small power tools, hand tools, and equipment.
- Detail oriented with high standards of excellence.
- Discernment about liability concerns with projects.
- Strong interpersonal, communication (verbal and written), and relationship skills. Ability to interact with teachers, students, and various facility users in a positive and helpful manner.
- Strong decision maker with good analytical and problem-solving abilities.
- Competent technology skills with the ability to provide hands-on repair and maintenance work as needed.

- Proficient computer skills including Microsoft Office Suite
- Commitment to ongoing personal and professional growth.

EDUCATION AND EXPERIENCE High School Diploma or GED equivalent

CONTINUED EDUCATION/TRAINING It is expected that all avenues and opportunities to advance and/or improve the efforts of outreach and leadership would be initiated including conferences, classes, coaching, etc.

CLEARANCES Background clearance

DATE CREATED/REVISED: 3/22/2021

I have read and received a copy of my job description.

Name: _____ *Date:* _____