



**Mission/Vision:** "Bringing light to the World" – Matthew 5:16

<b>Job Title: Maintenance Worker</b>	<b>Job Code:</b>
<b>Effective Date: 9/27/17</b>	<b>Date of Last Revision:</b>
<b>Department Name: Operations</b>	<b>Department Number:</b>
<b>Reports to: (Title) Building Services Supervisor</b>	<b>No. of Direct Reports: 0</b>
<b>Titles of Direct Reports: None</b>	
<b>FLSA Status:</b> (Check one) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Reviewed by:</b> Date: 09/27/2017

**Position Summary:**

The Maintenance Worker is responsible for the day to day building, systems and grounds maintenance and security for Parklawn Assembly of God. This position will perform routine custodian services, setup and breakdown for events, facility repairs, and preventative maintenance work.

**Principal Accountabilities and Essential Functions of the Job**

<b>Major Areas of Responsibility/Essential Function</b>	<b>% of Time</b>
<ul style="list-style-type: none"> <li>Provides custodial and maintenance repair work for all PAOG and satellite facilities including but not limited to cleaning, maintenance, preventative maintenance, utilities, buildings, structures, grounds, parking lots and equipment.</li> <li>Inspects building facilities to identify building maintenance needs, identifies and reports building maintenance needs to Building Services Supervisor.</li> </ul>	
<ul style="list-style-type: none"> <li>Maintains professional appearance of internal and external grounds through regular schedule/system of facility cleaning, grounds keeping, trash and snow removal etc.</li> </ul>	
<ul style="list-style-type: none"> <li>Uses systems to monitor and track work order/service requests and preventive maintenance work orders</li> </ul>	
<ul style="list-style-type: none"> <li>Follows policies and procedures for the Building Services Department to ensure appropriate compliance.</li> </ul>	
Tracks, prioritizes and finishes projects by designated completion date.	
<ul style="list-style-type: none"> <li>Follows processes for response to building burglar and fire alarm systems.</li> </ul>	
<ul style="list-style-type: none"> <li>Performs grounds work, beautification and other facilities projects in collaboration with volunteers.</li> <li>May perform bus maintenance as needed to ensure reliable service to our members.</li> </ul>	

<ul style="list-style-type: none"> <li>Ensures classrooms, sanctuary, café and other rooms, grounds are setup in accordance with requirements for special events and meetings.</li> </ul>		
<ul style="list-style-type: none"> <li>Works collaboratively with colleagues, vendors and volunteers to achieve the church's objectives.</li> </ul>		
<b>PAOG Mission and Core Values</b> <ul style="list-style-type: none"> <li><i>Acts and performs in a manner that is consistent with and shows commitment to PAOG PRISM Mission/Vision/Values:</i>  <b>Prayer</b> – enhance communication with God through small groups, personal and corporate prayer.  <b>Reconciliation</b>- to reflect the unity of the Spirit and with each other  <b>Investing</b>-to develop each member of the church into the leader God purposed him or her to become.  <b>Strong Families</b>-To serve and influence families in our church and community  <b>Missions</b>-to witness to the world, the truth and love of God</li> <li><b>CORE VALUES: SHINE IT!</b>  Service – Humility – Innovation-No Limits-Excellence-Integrity-Truth</li> </ul>		
<b>Education and Experience:</b>		
<input checked="" type="checkbox"/>	High School or equivalent (GED)	<input type="checkbox"/> 0-2 years
<input type="checkbox"/>	High School plus specialized training (min. 6 months – 2 years)	<input checked="" type="checkbox"/> 3-4 years custodial and/or maintenance experience
<input checked="" type="checkbox"/>	Associate degree: preferred	<input type="checkbox"/> 5-7 years
<input type="checkbox"/>	Bachelor's Degree:	<input type="checkbox"/> 8-10 years
<input type="checkbox"/>	Master's Degree	<input type="checkbox"/> 10-15 years
<input type="checkbox"/>	PhD:	<input type="checkbox"/> 15 years+
<input checked="" type="checkbox"/>	Other: Possession of a valid WI driver's license  Certification in any of the following areas would be helpful but is not required Electrical Plumbing Heating Air conditioning Carpentry	
<b>Certification/Licensure Required for Job</b> (List any licenses or certifications for the job)		<b>Knowledge, Skills &amp; Abilities required:</b> (i.e. supervision, computers, etc.) <ul style="list-style-type: none"> <li>Knowledge of building services</li> <li>Training in the areas of electrical, mechanical, plumbing and other related fields helpful.</li> <li>Ability to develop effective work relationships with vendors, contractors, members and volunteers</li> </ul>

- Excellent oral and written communication skills
- Strong ability to problem solve and make decisions
- Ability to be flexible and adaptable to changing priorities
- Ability to multi-task and manage competing priority projects
- Knowledge of use of computer software to include Word, Excel etc. and ability to use email
- Knowledge of occupation hazards and safety precautions necessary for the safe performance of assigned duties
- Knowledge of basic math

**Equipment Operated:**  
**Tools and equipment as required for electrical, plumbing, cleaning and sanitation, grounds keeping, ladders etc.**

**Physical Activity: (Check all that apply)**

Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reach overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walk/Move/About	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Work Conditions:** (Describe the environment and fill in appropriate information (i.e. noise, temperature, chemicals or hazardous materials/waste present))

- Office environment
- Grounds keeping – exposure to elements (snow, cold, heat, rain etc.)
- Cleaning solvents
- Waste/sanitation
- Electrical

**Note:** The most significant duties have been included in this description. Other duties may be assigned as necessary. PAOG reserves the right to modify this job description as needed to accurately reflect the duties assigned.

**For Human Resources Use Only**

Reviewed by:	Date:
Approved by:	Date:

