



Position Title:	Campus Maintenance Assistant
Hours/week:	40 (full-time)
Reports To:	Facilities and Maintenance Director
Classification:	Salaried/non-exempt
Pay Range:	\$33,134.40 - \$43,035.20 annually, dependent upon experience
Benefits:	Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Responsible for function and reliability of facilities and equipment
2. Assists and monitors performance of vendor maintenance contractors
3. Performs Equipment/Facilities Preventive Maintenance schedules
4. Responsible for maintenance issues relating to personnel issues of health, welfare, and safety
5. Assists with facility set-ups and teardowns as needed
6. Responsible to report and/or correct immediate health and welfare issues that arise
7. Handles a variety of repairs and upgrades
 - a. Painting
 - b. Woodworking
 - c. Landscaping
 - d. Light electrical
 - e. Plumbing
 - f. Drywall installation/repair
 - g. Framing
 - h. Tile installation/repair
 - i. Remodeling experience
8. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Experience in facilities maintenance and procedures
4. Proven proficiency working with electrical, mechanical and plumbing devices/systems
5. Experience/skill in painting, woodworking, landscaping, drywall installation/repair, framing and tile installation/repair
6. Ability to work with a diverse group of professionals in a Christian environment
7. Capable of working with minimal supervision by being able to self-motivate and self-assess
8. Knowledge of and experience with NIOSH standards and MSDS
9. Must be able to lift and carry weight according to NIOSH standards (e.g., equipment, office supplies, yard equipment)
10. Must be able to work in and around facilities, storerooms, and maintenance areas in confined spaces and be able to climb heights up to 50 feet
11. Able to work weekend and evening hours
12. Able to operate commercial powered equipment and vehicles
13. Must have a valid Colorado Driver License and reliable transportation