**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Maintenance**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The Maintenance worker performs diverse maintenance duties as assigned by supervisor using initiative and sound judgment. Requires knowledge of basic mechanics, and a high level of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Functions

The Maintenance responsibilities shall include, but are not limited to the following:

* Assists in the repair and/or installation of various items, systems and/or components as may be required (e.g. broken windows, roofs, building structures, floors, hand rails, stairs, lighting systems, HVAC units, electrical units/service, plumbing/sewer systems, metal fabrication, etc.) for the purpose of ensuring that items are available and in safe working condition
* Assists with painting tasks as directed for the purpose of maintaining attractive facilities and minimizing damage
* Cleans and performs minor repairs of gutters, drains and scuppers for the purpose of ensuring proper operation and adequate drainage
* Installs system component parts, classroom and office equipment, and facility components as may be required for the purpose of maintaining facilities in a safe, comfortable and operating condition
* Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition
* Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items
* Responds to emergency situations for the purpose of resolving immediate safety concerns
* Performs grounds related functions as may be required for the purpose of preserving grounds in a healthy, attractive and safe condition

Knowledge and Skills

* Assists in the repair and/or installation of various items, systems and/or components as may be required (e.g. broken windows, roofs, building structures, floors, hand rails, stairs, lighting systems, HVAC units, electrical units/service, plumbing/sewer systems, metal fabrication, etc.) for the purpose of ensuring that items are available and in safe working condition
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* Responds to emergency situations for the purpose of resolving immediate safety concerns
* Performs grounds related functions as may be required for the purpose of preserving grounds in a healthy, attractive and safe condition

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Physical Requirements

Significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing.

Working Conditions

The job is performed under minimal temperature variations and some hazardous conditions, such as exposure to chemicals and equipment.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**