



Position Title:	Campus Maintenance & Facilities Assistant
Hours/week:	40+ (full-time)
Reports To:	Facilities & Maintenance Director
Classification:	Salaried/exempt
Pay Range:	\$43,000-\$50,000, depending on experience
Benefits:	Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); paid vacation and 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 maintenance issues relating to personnel issues of health, welfare and safety
2. Stays alert to security and safety procedures/concerns and addresses issues immediately
3. Responsible for the security of the campus, making sure facilities are locked when not in use
4. In coordination with Facilities Director, maintains operational condition and reliability of all facilities-related equipment
5. Performs Equipment/Facilities Preventive Maintenance schedules
6. In coordination with Facilities Director, maintains current and accurate drawings for campus
7. Ensures Quality Assurance of vendors' performance
8. Cleans up as required during work performance
9. Supervises use of Woodmen vehicles
10. Maintains National Institute for Occupational Safety and Health (NIOSH) standards and Material Safety Data Sheets (MSDS)
11. 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
12. Assists with facility set-ups and teardowns, as needed
13. 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. Associates degree from a 2-year college in a related technical field or a certificate or diploma from a trade school in a related field, preferred
4. Five years' experience in the maintenance and operation of an office/convention facility
5. Proven proficiency working with electrical, mechanical and plumbing devices/systems
6. Experience/skill painting, woodworking, landscaping, drywall installation/repair, framing and tile installation/repair
7. Ability to work with a diverse group of professionals in a Christian environment
8. Capable of working with minimal supervision/able to self-motivate and self-assess; ability to carry out performance of tasks with a servant's heart

9. Experience with repairs and maintenance of a variety of equipment
10. Knowledge and experience in project management, minor construction and development of plans
11. Knowledge of and experience with OSHA standards and MSDS
12. Knowledge and experience with NIOSH and industrial safety practices
13. Ability to lift and carry up to 50 pounds (i.e., equipment, office supplies, yard equipment)
14. Ability to operate commercial powered equipment, automobiles and trucks (standard and automatic)
15. Must be able to be on one's feet for several hours, and withstand cold and heat
16. 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
17. Able to operate commercial powered equipment and vehicles
18. Must have a valid Colorado Driver License and reliable transportation
19. Must be able to work evenings; weekend hours required