

**Maintenance Specialist
Faith Lutheran Church
Clive, Iowa**

**Status/Hours Worked: Part-Time: 16 hrs/week
FLSA Status: Non-exempt
Supervisor: Director of Business & Finance**

Position Summary

The Maintenance Specialist performs routine work involving the repair and general maintenance of facilities, buildings, and equipment under the supervision of the Director of Business and Finance.

Essential Job Functions and Responsibilities

- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Plans repair work which may include soliciting vendor bids and presenting proposals to appropriate staff or church committee.
- Oversee vendor contracts.
- Reviews property-related work for quality and completeness.
- Maintain and update fixed assets and inventory.
- Other duties as assigned.

General Expectations

- Ability to follow instructions from supervisors.
- Knowledge of general carpentry and building repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.

Qualifications: Education/Experience

- High school diploma or equivalent required.
- Related experience preferred.

Qualifications: Other Knowledge, Skills and Abilities

- Working knowledge of equipment, tools, and machinery used for maintenance and repairs.
- Working knowledge of language and terms used in maintenance work.
- Ability to understand and adhere to safety guidelines.
- Follow directions, be self-directed, and work independently with minimal supervision.

Interactions

- Interacts with Property Committee, staff, parishioners, and vendors.

Mental and Physical Demands

- Prolonged periods of standing and walking.
- Must be physically able to climb ladders, bend, or crawl into tight spaces.
- Must be able to lift up to 50 pounds at a time.
- The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job results. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job results. Faith Lutheran Church reserves the right to review each requested accommodation and determine if such poses an undue hardship.

Behavioral Expectations

- Represents Faith Lutheran Church positively, professionally, courteously, and effectively.
- Assists or takes on new tasks to help the Church achieve its missions.
- Integrates the Church's organizational strategies by building positive internal and external relationships.
- Works collaboratively with staff and congregational members.
- Shows sensitivity and respect for the cultural and ethnic diversity of Church members, staff, and other community members and groups.
- Maintains confidentiality regarding personnel and organizational information.
- Ensures all participation by volunteers are in a safe environment.
- Follows all rules and procedures outlined for employees of the Church.
- All employees of Faith Lutheran Church agree to follow the policies and procedures outlined in the Church Employee Handbook, including but not limited to the stated core competencies.

DISCLAIMER

The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job requirements. Faith Lutheran Church reserves the right to review each requested accommodation and determine if such poses an undue hardship.

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position is employed at will, meaning that the employee or the employer can end the employment relationship at any time, for any reason or no reason.