

Employer: Church Universal and Triumphant
Team: Community Operations

JOB TITLE: MAINTENANCE WORKER
Reports to: Community Operations Team Leader
Job Status: Full-time, non-exempt, hourly
Hours of Work: 30-40 hours per week, M-F
Pay Range: \$9.00-12.00 per hour depending on experience

Benefits: Eligibility for employee Health Plan, life insurance, Paid Time Off benefit for vacation and sick days, holidays, and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the Day after, Christmas Day and 2 personal holidays

SUMMARY: Carries out a variety of maintenance tasks under the direction of the Team Leader and Maintenance Facilitator in order to maintain buildings, offices, housing and infrastructure on the Organization's property. Job may include emergency repairs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Carries out building maintenance tasks under the direction of the Maintenance Facilitator and Community Operations team leader. Tasks may include but are not limited to: carpentry, painting, HVAC and electrical repairs, and plumbing repairs such as water and locksmith work.
2. May assist Maintenance Facilitator to maintain purchase and repair records, and/or research and order parts and supplies for repairs.
3. Assists with snow removal from building steps and walkways as needed.
4. Supports the Community Operations team by assisting with special projects as needed. Must be able to be on call for maintenance emergencies one weekend per month.
5. May be required to be trained and licensed as a water systems operator.
6. Assists with material receiving and organizing.

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QUALIFICATIONS

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

Education and Work Experience

Experience and training in carpentry and painting; HVAC, plumbing, electrical and appliance repair. Experience with locksmith work or other maintenance specialties a bonus but not required.

Knowledge, Skills and Competencies

Ability to perform a wide variety of maintenance tasks in a variety of environments
Ability to work well with people and in a team
High level of integrity and trustworthiness
Awareness of and ability to follow standard safety procedures for maintenance work
Ability to contribute to a positive work environment within the team and the organization

Certificates and Licenses

Valid Montana driver's license or ability to obtain one within 30 days of employment.

Work Environment

These are representative of those an employee encounters while performing the essential functions of this job:

The employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate. Employee may occasionally be required to work evenings or on a weekend to respond to emergency repair situations.