



Southern California Conference
of Seventh-day Adventists

JOB DESCRIPTION

POSITION TITLE: Maintenance

DATE: 09/12/2022

DEPARTMENT: Vallejo Drive SDA Church

REPORTS TO: Administrative Pastor

CLASSIFICATION: Non-Exempt, Part-Time, up to 18 hours per week **SALARY:** \$18.50- \$27.38

POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

Ensure good maintenance of the church physical plant by performing various repair work and/or securing bids from vendors to address more specialized maintenance needs.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Monitor the condition of the physical plant on regular bases, noting and reporting any maintenance issues.
3. Perform maintenance work and repairs
4. Solicit bids from relevant companies to perform specialized maintenance and repairs
5. Apply preventative measures to the buildings to reduce the risk of future problems.
6. Fix potential safety hazards to avoid injuries
7. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
8. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual must:

- Perform each essential function satisfactorily,

- Be a member of the Seventh-day Adventist Church in good standing,
- Possess a proven track record of performing high quality building maintenance work.
- Have a minimum of 3 years of experience in building maintenance work.

Skills, Competencies and Characteristics

- Good written and verbal communication skills in English.
- Good work ethic.
- Dependable and possess positive attitude.
- Proactive and punctual.
- Ability to maintain strict confidentiality of privileged information.
- Strategic-thinking skills.
- Innovative and a visionary.
- Results-driven.
- Problem solving and analytical skills.
- Knowledge of relevant organizational and government regulations, policies, and procedures and ability to apply them in work situations.
- Ability to function as a team player.
- Self-starter and able to work with minimal direct supervision.
- Interpersonal skills to interact with others in a pleasant manner.
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked.
- Physical stamina to handle a full shift of being active and working on the building

Certificates, Licenses, Registrations

Valid driver's license.

Contractor's license desired but not required

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

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

SIGNATURES

This job description has been approved by all relevant levels of management:

Executive Officer _____ Date: _____

Supervisor _____ Date: _____

Human Resources _____ Date: _____

Employee's signature below constitutes employee's understanding of the essential duties and responsibilities and the qualifications required of this position.

Employee _____ Date: _____