



# Job Description

<b>TITLE:</b> Maintenance Worker	<b>SUPERVISOR:</b> Facilities Director
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<b>PURPOSE STATEMENT:</b> This position is responsible for assisting with the maintenance and landscaping of Pathfinder 225,000 square foot 18 acre campus.
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<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Performs simple and routine work involved in the maintenance and repair of grounds, exterior and interior structures, buildings and related utilities, requiring the use of a variety of skills associated with carpentry, plumbing, electrical, and painting.</li><li>• Conduct preventative maintenance on all necessary equipment including HVAC, lighting, fire alarm, elevator, and roofing systems.</li><li>• Set up and take down of tables and chairs and other furniture within the facilities.</li><li>• Assist in the coordination of vehicle maintenance, safety equipment, outside maintenance services and construction projects.</li><li>• Seasonal outdoor work such as snow removal, grass cutting, and landscaping.</li><li>• Operate a light truck to pick up supplies, transport materials, and operate the snow plow with a salt spreader.</li><li>• Additional porter duties which may include carpet cleaning, vacuuming, dusting, furniture cleaning, restroom cleaning, removal of trash and other duties as needed and assigned.</li></ul>
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<b>WORK SCHEDULE:</b> Full time position working 40 hours per week with typical working hours Monday through Friday from 8:00 a.m. to 4:30 p.m. with ½ hour allocated for lunch. Must have flexibility to occasionally work variable hours, weekends, or holidays based on demands of position.
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<b>QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:</b> <ul style="list-style-type: none"><li>• High school diploma or G.E.D with 2 - 3 years general maintenance experience.</li><li>• Must be able to stand, stoop, bend, kneel, climb, and work in tiring and uncomfortable positions. Frequently lifts, carries, and sets up parts and equipment that weigh up to 50 pounds.</li><li>• Positive attitude and able to interface with a variety of other individuals, especially volunteers.</li><li>• Should possess Christian values.</li></ul>
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