



Job Description

TITLE: Maintenance Assistant - Part time	SUPERVISOR: Maintenance and Custodial Director
--	--

PURPOSE STATEMENT: This position is responsible for assisting with the maintenance and landscaping of St. John's 225,000 square foot, 18 acre campus.

RESPONSIBILITIES: <ul style="list-style-type: none">• Preventative maintenance on all necessary equipment including all HVAC, lighting, fire alarm, elevator and roofing systems• Repair and replacement of equipment• Assist in set up and take down of facilities as required• Perform general maintenance tasks including painting, light replacement & repairs, etc.• Assists with outdoor landscaping, grass maintenance and snow removal.• Works with volunteer teams in property maintenance.• Other maintenance work as required

WORK SCHEDULE: Part time position working a maximum of 20 hours per week. Hours worked will mainly be Monday-Friday 9-4 with occasional weekend hours as needed.
--

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS: <ul style="list-style-type: none">• 3 - 5 years general maintenance experience• Must be able to lift 50 pounds and be able to spend the majority of the day standing• Positive attitude and able to interface with a variety of other individuals, especially volunteers.• Should possess Christian values.
--