

PURPOSE OF POSITION

To serve the church by assisting in all maintenance and basic repairs at all Watered Gardens Ministry campus locations.

RESPONSIBILITIES

- Attend the weekly maintenance team meeting.
- Supervise maintenance volunteer positions.
- Ensure that volunteers adhere to the safety policies and procedures.
- Assist in the installation, repair, and upkeep of the property, including machines, mechanical systems, buildings, and other structures.
- Attend quarterly volunteer meetings.
- Lead misc. project groups.

ORGANIZATIONAL RELATIONSHIPS

- The Maintenance Assistant reports directly to the Maintenance Director, the Director of Mission Operations and the Executive Director and works alongside the Outreach Center Director, Care Coordination Director, Forge Director, Social Enterprise Director, and Washington Family Hope Center Director.

JOB REQUIREMENTS

- Previous experience in basic maintenance and handyman skills.
- Ability to keep track of and report on activity.
- Strong organizational and communication skills.
- Ability to lead groups in work projects.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- A servant's conduct.