



Maintenance Worker I

Victory Cathedral Worship Center

Status: Part-Time (C2 | Non-Exempt)

The Maintenance Worker serves at Victory Cathedral to enhance and maintain the facilities and grounds of every campus. They will be responsible for performing routine and extensive preventative maintenance and repair procedures on church buildings, mechanical equipment, utility systems and grounds.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- a) Routinely and proactively cleans building by sweeping, mopping, scrubbing, and vacuuming
- b) Gather and empty trash
- c) Service, clean, and supply restrooms.
- d) Follow procedures the use and storage of chemical cleaners and power equipment
- e) Inspect and maintain grounds to ensure that it is clear of debris, trash, and weeds
- f) Set up, arrange, and remove furniture, decorations, chairs, tables, ladders, scaffolds, and lifts in preparation for events, worship services, and/or classes.
- g) Performs minor and major repairs of all buildings and equipment
- h) Implements preventative maintenance procedures on building mechanical equipment on a scheduled basis; inspect belts, check fluid levels, replace filters, grease bearings, seals, etc.
- i) Repairs or replaces broken parts
- j) Cleans and inspects boilers; treats water with proper chemicals
- k) Oversee major repairs and projects being performed by vendors
- l) Installs electrical wiring and equipment, as needed
- m) Responds to emergency maintenance request as required
- n) Performs drywall and sheet rock repairs
- o) Dust furniture, walls, equipment, machines, workstations, instruments
- p) Assist with the renovation/remodeling of building; repairs plaster and drywall; paints building structures
- q) Regularly inspects facility and grounds for safety and cleanliness
- r) Maintains records of scheduled maintenance procedures
- s) Organize and maintain supplies, repair parts and place orders when needed
- t) Repair and replace doors and locks
- u) Performs outdoor custodial duties, such as snow removal, salt, etc. as needed
- v) Notify management concerning any needed repairs or safety concerns

MINIMUM REQUIREMENTS & QUALIFICATIONS

- a) High School Diploma or General Education Degree (GED)
- b) Minimum of Two (2) years of responsible experience in building and mechanical equipment maintenance and repair
- c) Good skill in the use of hand and power tools
- d) Ability to read and comprehend instructions, short correspondences, and memos.
- e) Capability to write simple correspondence
- f) Skill to present information in one-on-one and small group situations to other employees of the organizations
- g) Able to effectively manage time, multi-task and prioritize daily workload



Maintenance Worker I

Victory Cathedral Worship Center

- h) Discretion and Confidentiality
- i) Proven ability to take on a variety of task without becoming overwhelmed
- j) Exceptional interpersonal, verbal, written, and organizational skills
- k) Possess problem solving and critical thinking skills
- l) Strong ethical standards, commitment to excellence
- m) Service Oriented
- n) Loyal
- o) Fun/enjoyable

Employee possesses and exhibits the following core values in their daily lives:

- Commitment to Personal Growth & Development
- Love for People
- Generosity
- Work Ethic that is excellent
- Good steward of all resources

Employee's Signature

Date

Employee Print

Executive Leader's Signature

Date

Executive Leader's Print