



## Job Description MAINTENANCE ASSOCIATE

<b>Department:</b> Facilities	<b>Location:</b> All MSM Properties	<b>Date:</b> February 2024
<b>Reports To:</b> Facilities Manager	<b>FLSA Status / Salary Grade:</b> Non-exempt	
<b>Full-time X</b> _____	<b>Part-time</b> _____	<b>Seasonal/Temporary</b> _____
<b>BFOQ:</b> Christian/Faith-Aligned		

### SUMMARY OF POSITION:

Responsible for both preventative and corrective maintenance of all Mission properties, facilities, and equipment.

### DUTIES AND RESPONSIBILITIES

1. Actively participate in facilitating MSM's compliance and meeting of safety standards. Complete required documentation and paperwork as requested.
2. Fulfill e-mail generated work orders as assigned by Facilities Manager in an efficient and timely manner:
  - Fulfill according to priority
  - Complete documentation accordingly
3. Perform preventative building maintenance and repairs for MSM physical plant:
  - Tasks may include but are not limited to: general carpentry and remodeling, electrical, plumbing, painting, safety, and locksmith.
  - Work toward the assurance that facilities are in good repair and that MSM meets all OSHA requirements.
  - Carry out a preventative maintenance schedule for all equipment and facilities, including the routine inspection of all smoke detectors, fire extinguishers and alarms.
  - Complete and submit related documentation and record keeping.
4. Maintain, service, and repair property, equipment, and machinery such as sweepers, commodes, sinks, lighting fixtures, air conditioners, ceiling fans, industrial washers and dryers, and smoke alarms.
5. Work with the residents as part of their work therapy, emphasizing character and work ethic based traits.
6. Work with staff, clients, and volunteers in a professional and cooperative manner
7. Comply with schedules and procedures for health and safety inspections of facilities and residential units.
8. Communicate with Facilities Manager to submit requests for the purchase or procurement of all necessary material, equipment, furniture, and appliances for MSM facilities.
9. Provide assistance and access for private contractors and service people as requested.
10. Give basic instruction to client helpers and volunteer workers.
11. Respond to emergency calls.
12. Perform snow removal as needed, salt walkways, entries, and outside common areas.
13. Attend meetings and perform other related duties as requested.
14. Prepare and submit a weekly project and work order completion report.

### SKILLS AND QUALIFICATIONS

- Christian with a compassion for the homeless and addicted
- Able and willing to work with clients through work therapy, sharing the Gospel through words and actions
- Able to safely and effectively operate a wide variety of hand, power and shop tools.
- Safety conscious with a strong knowledge of facility operation and general maintenance knowledge.
- Works well with others, able to teach and train "on the job" while completing required duties of the job
- Excellent manual dexterity, good eye-hand coordination
- Safely use/operate lifting equipment such as a 30' extension ladder, boom lift, and scissor lift, as required.
- Able to stand, bend, lift, and reach regularly on a daily basis. Lift up to 50 lbs on a regular basis.

- General knowledge of building maintenance and repair.
- Flexible and adaptable, may require working extra or odd hours.
- Computer proficiency – email, Word, internet
- Able to read, write and perform accurate mathematical computations.
- Must be honest, dependable, have integrity and a strong work ethic
- Able to safely operate a box truck
- Valid Illinois driver's license, driving record acceptable to MSM insurance carrier

#### **WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

Stand, walk, or sit- *Continuously*

Use of fine motor skills- *Continuously*

Bend, squat, kneel, and reach- *Occasionally*

Lift and/or move up to 50 pounds- *Occasionally*

Weekend and evening availability- *Occasionally*

Exposed to hot, wet or humid conditions and works near moving mechanical parts – *Occasionally*

Work early morning, evening and weekend shifts – *Occasionally*

Work at heights - *Occasionally*

#### **EDUCATION/EXPERIENCE:**

Experience in maintenance including but not limited to basic carpentry, plumbing, and electrical work.

General knowledge of building construction and electrical equipment operation. A valid IL driver's License.

#### **Faith-Alignment Requirement:**

MorningStar Mission Ministries is a privately funded 501 (c)3 non-profit, non-denominational Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and relieving the physical and spiritual needs of the poor. We consider every position to be essential in the fulfillment of our ministry. As such, each employee (other than temporary or part-time thrift workers) must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the MorningStar Mission;
- Subscribe to the MorningStar Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the MorningStar Mission Employee Handbook.