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**Position Title:** Campus Facilities & Maintenance Assistant

**Hours/week:** 40+ (full-time)

**Reports To:** Campus Pastor and Facilities & Maintenance Director

**Classification:** Salaried/exempt

**Pay Range:** \$29,307.20 - \$41,225.60 (hourly equivalent: \$14.09 - \$19.82) depending on experience

**Benefits:** Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

**PRIMARY RESPONSIBILITIES:**

1. Accountable for assuring daily setup of facilities as scheduled and directed
2. Stays alert to security and safety procedures/concerns and addresses issues immediately
3. Responsible for the security of the campus, making sure facilities are locked when not in use
4. In coordination with Facilities Director, maintains operational condition of all facilities-related equipment
5. In coordination with Facilities Director, maintains current and accurate drawings for campus
6. Ensures Quality Assurance of vendors' performance
7. Cleans up as required during work performance
8. Supervises use of Woodmen vehicles
9. Maintains National Institute for Occupational Safety and Health (NIOSH) standards and Material Safety Data Sheets (MSDS)
10. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Associates degree from a 2-year college in a related technical field or a certificate or diploma from a trade school in a related field, preferred
4. Five years' experience in the maintenance and operation of an office/convention facility
5. Ability to work with a diverse group of professionals in a Christian environment
6. Ability to carry out performance of tasks with a servant's heart
7. Experience with repairs and maintenance of a variety of equipment
8. Knowledge and experience in project management, minor construction and development of plans
9. Knowledge of and experience with OSHA standards and MSDS
10. Knowledge and experience with NIOSH and industrial safety practices
11. Ability to operate commercial powered equipment, automobiles and trucks (standard and automatic)
12. Ability to lift and carry up to 50 pounds (i.e., equipment, office supplies, yard equipment)
13. Must be able to be on one's feet for several hours, and withstand cold and heat
14. Must be able to work in and around facilities, storerooms and maintenance areas in confined spaces and be able to climb heights up to 30 feet
15. Must have a valid Colorado Driver License and reliable transportation
16. Weekend hours required