

Water Street Mission Job Description Entry Level Maintenance Technician

Job Summary: Work with or alongside our Maintenance Specialist to maintain and renovate facilities to suit the needs of the various Mission programs; assist in providing both preventative and corrective maintenance of all Mission properties, facilities and equipment. Assist janitorial as needed or when janitorial staff is on vacation or sick.

FLSA: Full-time, Hourly non-exempt

The Entry Level Maintenance Technician must be:

1. Willing to sign the Water Street Missions' Statement of Faith
2. A current member or regular attendee of a local church
3. Able to fully support the core values and philosophy of ministry held by Water Street Mission

Duties/Responsibilities:

Maintenance Duties: Possible duties depending on current needs and season:

1. Air filter replacement in HVAC units
2. Painting
3. Drywall repair
4. Ceiling tile replacement
5. Plumbing Repairs
6. Landscaping
7. Snow removal and salt application
8. Electrical repairs depending on skills
9. Furniture moving and/ or assembly
10. Materials pickup for maintenance projects
11. Demolition/ job site cleanup during projects
12. Clean, Fuel and Perform light maintenance checks on company vehicles
13. Forklift Operator
14. Substitute Truck Driver (DOT Medical Required)
15. Performs other duties as assigned

Janitorial as needed (may be up to 25% of work hours at times)

1. Dry mop and/ or run floor machine in main areas
2. Clean doors and windows
3. Vacuum entry rugs
4. Clean bathrooms or shower rooms
5. Empty trash
6. Resupply Shelter or bathrooms
7. Grounds trash pick up
8. Performs other duties as assigned

Education/Skills: Light Maintenance Experience, Familiar and Comfortable with use of tools, some mechanical aptitude, Willingness to learn additional mechanical skills as needed, a valid PA driver's license; High school diploma or GED preferred.

Preferred Skills: Experience in Painting, Carpentry, Mechanical, Electrical and Plumbing. Ability to operate a forklift, Driver's license with good driving record, Ability to operate a small Isuzu box truck and pass a CDL Medical

Reports to: Director of Facilities

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of the job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and stoop, kneel, crouch or crawl and is occasionally required to lift and/or move up to 50 pounds. Employee is regularly exposed to hot, wet or humid conditions, works near moving mechanical parts.

Christian Life: Water Street Mission is a privately funded 501(c) 3 Non-Profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee 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 the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.