



JOB TITLE: Maintenance Associate
REPORTS TO: Facilities Director
STATUS: Non-exempt

POSITION SUMMARY: Under the direction and supervision of the Facilities Director, the Maintenance Associate is responsible for general upkeep, care and general repairs of Montana Rescue Mission facilities. Montana Rescue Mission uses multiple facilities to provide core mission services such as providing emergency, temporary care and rehabilitative services from a distinctly Christian perspective for those seeking help and solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represent Montana Rescue Mission's core values, mission and vision statements
- Follow MRM policies and safety guidelines
- Responsible for construction and/or repair projects. Including, but not limited to; basic construction , concrete work, painting, trimming, light plumbing, changing filters, fuses, mechanical repairs on equipment, roofing repair and light electrical work
- Properly use floor care equipment and maintain mechanical condition of such equipment as needed
- Use basic hand and power tools
- Fulfill work orders in an efficient and timely manner:
- Promptly communicate any major repair needs to Facilities Director
- Perform basic vehicle maintenance as needed- fuel, fluids, tires, windshield wiper replacement, etc.
- Submit reports or keep work log as required by Facilities Director
- Keep buildings clean, organized, safe, and secure at all times
- Maintain warehouse space in an organized and efficient manner
- Perform janitorial upkeep of buildings as scheduled
- Responsible for snow removal, gardening, lawn care, grounds upkeep, and maintenance of outdoor sites
- Actively participate in facilitating MRM's compliance and meeting of safety standards. Complete required documentation and paperwork as requested.
- Attend trainings, meetings, events, or other functions as required by MRM
- Other duties as may be required

SKILLS & QUALIFICATIONS

- A solid and credible Christian witness and a lifestyle that exemplifies Christ in character and action.
- Ability and willingness to treat the public, co-workers, and guests with courtesy, respect and tact
- Ability to organize, prioritize and complete projects in a timely manner
- Ability to work independently and/or part of a team.
- Trustworthy with confidential material and information
- Dependable and punctual
- Willingness to ask for help when needed and take direction
- Able to safely and effectively operate a wide variety of tools and equipment.
- Knowledge of specialized equipment such as dishwashing, washing machines, appliances, jackhammers, various saws, motors, drills, paint sprayer, pressure washers, and heat guns
- Valid Montana Driver's License and the ability to be covered under MRM vehicle insurance carrier; 25 years of age, due to insurance liability

- Neatly groomed appearance, including clean clothing and personal hygiene.
- Able and willing to work with residents in ministry assignments, sharing the transforming love of Christ through words and actions
- Thorough knowledge of and ability to work safely with or near toxic and/or caustic chemicals
- Safety conscious with a strong knowledge of facility operation and general maintenance knowledge.
- General knowledge of building maintenance and repair.
- Flexible and adaptable, may require working extra or odd hours.
- Computer literate; able to use email, internet and Microsoft Office
- Able to read, write and perform accurate mathematical computations.
- Must be honest, have integrity and a strong work ethic
- Able to safely operate a box truck

PHYSICAL FACTORS/WORKING CONDITIONS:

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

- Talk and hear – *Continuously*
- Reach with hands and arms - *Continuously*
- Stand, climb, bend, balance, twist, push, pull, stoop, carry, kneel, walk, use stairs and maneuver in a crowded environment. – *Continuously, on a rotational and on-going basis*
- Lift and/or move up to 50 lbs. more with assistance - *Frequently.*
- Exposure to dust, odors, noise, fumes airborne particles and toxic or caustic chemicals. – *Frequently*
- Work at heights, requires balance - *Frequently*
- Drive vehicles, trucks, forklifts and/or other equipment (current licenses required) - *Occasionally*
- Use of manual dexterity, eye-hand coordination, fine motor skills - *Continuously*
- Travel between MRM facilities required - *Frequently*
- Exposure to and work near moving mechanical parts. - *Frequently*

EDUCATION/EXPERIENCE:

High school diploma or GED required.

Required experience of a year or more in maintenance, mechanical, trade, or construction occupations

Preferred experience in Roofing, FRP, Framing, Sheet Rock, Plumbing, and Electrical

Requirement:

Montana Rescue 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 which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission 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 spiritual activities of Montana Rescue Mission including leading/participating in prayer, devotions, bible studies, etc.;
- Subscribe to Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Montana Rescue Mission Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date