



Re:Center Ministries

Job Title: Maintenance Technician

Reports To: Executive Director

Location: Downtown Facility

Classification: Part Time, Non Exempt (10-15 hrs/wk)

Position Summary: The Maintenance Tech is responsible for supporting facility operations for Re:Center properties. This position requires good organizational skills while possessing the ability to identify, assess and resolve maintenance issues as well as coordinating with vendors, when necessary. The Maintenance Tech will be required to work independently while maintaining appropriate documentation/records of work during scheduled shifts. Finally, the Maintenance Tech will support Thrift Store operations through regular furniture/donation pickups, as scheduled.

Primary Job Functions and Responsibilities:

- Contribute to the overall ministry and mission of Re:Center Ministries through exemplary behaviors, attitudes and communications
- Maintain grounds, buildings, vehicles and mechanical components of Re:Center facilities
- Receive work orders from staff and respond accordingly
- Assess maintenance needs, make necessary repairs, and if necessary, contact vendors to assist in repairs
- Assist in the inspection of security systems, fire alarm systems, extinguishers, smoke detectors and fire exits to ensure readiness for emergencies
- Assist in the preparation, oversight and leadership of Re:Center through monitoring, inspections and licensing procedures performed by federal, state and local governing bodies
- Assist in obtaining and maintaining equipment and supplies as needed
- Advise Executive Director of issues and needs related to maintenance/grounds projects
- Work independently to assess needs of facilities in order to maintain property and equipment properly
- Work cooperatively with clients, staff, volunteers and vendors to effectively meet maintenance needs
- Maintain prompt, regular attendance and demonstrate accountability in performance of duties
- Support thrift store operations by handling furniture pickups on Fridays, as scheduled
- Other duties as assigned through appropriate channels of supervision



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Job Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including the philosophy of ministry, statements of faith, and core values
- Commitment to maintaining high integrity, character, and transparency in accordance with the code of conduct
- Superb interpersonal and communication (written and oral) skills
- Exceptional leadership qualities and project management skills
- Excellent organizational skills
- Knowledge of the principles, philosophies, and techniques necessary to maximize effectiveness in this role
- Demonstrated ability to:
 - Analyze complex problems and develop effective solutions
 - Effectively organize complex tasks and execute a project management plan to completion
 - Maintain cooperative relations with community groups and other public and private agencies

Qualifications:

- Minimum of a high school diploma, experience may be considered in lieu of education requirements
- Must successfully complete application (including references), interview process, and background check
- Must have a valid driver's license

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

The employee frequently lifts and/or moves and must physically be able to meet the demands of the position. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.



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