

Maintenance Department - MAINTENANCE TECHNICIAN

Regular office hours: 37.5 hours weekly

Position Reports to: Maintenance Manager

General Directives

Jerry Savelle Ministries International exists to reach people around the world with the Gospel of the Lord Jesus Christ, teaching them to become the winners in life that God created them to be. The directives to fulfill Dr. and Mrs. Savelle's God-given vision are motivating – evangelizing – discipling – and reaching out to people around the globe with Biblical truths concerning their spiritual growth, renewing the soul, and healing their bodies, finances, and relationships.

Primary objective of the Maintenance Department is to foster and ensure the infrastructure of the Ministry is always in excellent condition. This oversight covers all JSMI/HFCC buildings (and their contents), the grounds, and the overall security of the premises and equipment.

- Understands and maintains a firm conviction that the personal responsibility of the Maintenance staff is to respect and perform relative duties to further the vision of JSMI/HFCC, its' President and Vice President maintaining all its infrastructure and equipment needed to fulfill the vision
- Resolves challenges and obstacles effectively
- Provides accurate reporting to the Maintenance Manager regarding the status of all assigned projects and tasks

Primary Duties

Assists the Maintenance Manager by performing work in a timely and efficient manner:

- Minimum of 2 years maintenance experience and must do the following well
 - Interior and exterior painting
 - Building maintenance including plumbing, light electrical, HVAC, carpentry, drywall, and flooring
 - Manage, maintain, and perform repairs and daily watering to irrigation sprinkler systems
 - Capable to lift and load 100lb items
 - Adapts easily to work outside in various temperature ranges and conditions
 - Skillful at working from ladders and scaffolding
 - Knowledgeable of proper tools and experience with most power and hand tools

Demonstrates good stewardship with excellence in all assigned tasks and/or projects for but not limited to:

- Building Maintenance (all facilities)
- Construction
- Property Management
- Property Management
- Projects
- Residence

General Requirements & Responsibilities

- Must live a life that exemplifies Biblical values
- Willingness to learn; be teachable
- Excellent verbal and written communication skills
- Exhibit basic computer abilities, email, internet
- Must be able to handle physical labor
- Upholds signed confidentiality agreement with JSMI/HFCC and affiliates
- Ability to receive and follow instructions
- Detailed-oriented and able to handle multiple priorities with limited supervision
- Responsible to follow-through to completion of assigned tasks with proper follow-ups
- Punctual, organized, reliable and self-motivated with an ownership mentality
- Team player and works well independently
- Demonstrates the ability to prioritize effectively
- Versatile with working in active – constantly changing environments while maintaining focus with an exceptional attitude
- Proficient in replacing air filters and clean HVAC systems inside and outside units, air conditioning ventilations
- Perform HVAC, plumbing, minor electrical, carpentry and other interior and exterior repairs
- Replaces light fixtures and/or bulbs as needed
- Skillful with painting, sheetrock, and general repairs, etc.
- Performs daily clean-up of the exterior grounds
- Proactively executes preventative maintenance

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. The job description does not constitute a contract for employment.