

Maintenance Technician – Portland

Hours: 20 hours/week (.50 FTE)

Accountability: This position reports to the Physical Plant Director and is a part of the maintenance team

Position Summary: Work with Physical Plant Director and maintenance team to provide building and grounds maintenance, along with occasional custodial support, for the Portland campus facilities.

Essential Duties/Functions:

- Building/General Maintenance
 - Minor mechanical, plumbing, and electrical repairs
 - Sheetrock repair & painting
 - Repair/replace structural and cosmetic details of buildings
 - Repair to furniture and other equipment
 - Maintain mechanical equipment, power tools, and hand tools
 - Help with moving furniture and other office related items.
 - Help arrange room/building for special events
 - Other duties as assigned
- Grounds Maintenance
 - Mowing, edging, aerating, cleaning, watering, and trimming lawns
 - Pruning, trimming, and watering shrubbery and small trees
 - Weeding and maintaining bedded areas
 - Sweeping and washing paved surfaces
 - Apply herbicides, fungicides, and fertilizers as necessary
 - Other duties as assigned
- Custodial Support
 - Duties may include any of the following:
 - Clean bathrooms and entry areas
 - Remove trash and recycling



- Vacuuming
- Washing windows, desks, and other flat surfaces
- Supervision/ Hiring Responsibility- Does this position oversee direct reports? If so, approximately how many?

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- A will to work hard and a desire to take ownership and pride in your work
- Ability to regularly lift and move up to 30 pounds and occasionally lift and move up to 50 pounds or more
- Ability to work quickly and efficiently when the task demands it.
- Ability to be creative and strategic in problem solving
- Ability to work independently or as part of a team
- Ability to manage and prioritize multiple tasks simultaneously with minimal supervision
- Ability to communicate effectively with people, including salespeople, subordinates, peers, and superiors
- Experience in building & grounds maintenance
- Must be dependable and have a high standard of cleanliness
- Willingness to do menial tasks as needed with a servant heart attitude