

Hours: 40 hours/week (1.0 FTE)- Non-Exempt

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

Primary Responsibilities: Assist the Physical Plant Director in providing building & grounds maintenance, along with occasional custodial support, for the Portland campus facilities.

Specific Duties:

- **Assist Physical Plant Director**
 - Train new employees on the job by communication and by setting a professional example
 - Buy tools and supplies as necessary using credit cards or cash
 - Perform duties of Physical Plant Director in his absence
 - Maintain campus safety, including being a member of the safety committee
 - Promote campus security, including participation in the security team
 - Help prioritize campus maintenance projects
 - Other duties as assigned by the Director
- **Building/ General Maintenance**
 - Minor mechanical, plumbing, and electrical repairs
 - Paint inside/outside of campus buildings, sidewalks & parking lots
 - Repair/replace structural and cosmetic details of buildings
 - Repair furniture and other equipment
 - Maintain mechanical equipment, power and hand tools
 - Help move furniture and other office related items.
 - Help arrange rooms/buildings for special events
- **Grounds Maintenance**
 - Mow, edge, trim & water lawns
 - Prune, trim and water shrubbery and small trees
 - Weed and maintain flower beds & storm water basins
 - Sweep and wash paved surfaces
 - Apply herbicides, fungicides, and fertilizers as necessary
- **Occasional Custodial Support**
 - Clean bathrooms and entry areas
 - Remove trash and recycling
 - Vacuum
 - Wash windows, desks, and other flat surfaces

Qualifications:

- 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 60 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's heart attitude
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues