



JOB DESCRIPTION

Job Title: Maintenance Specialist I	Department: Operations	Location: 2114 Macdonald Ave.
Reports To: Facilities Manager	FLSA Status / Salary Grade: Non-Exempt	Date: revised December 2021
Full-time <u>X</u> Part-time _____	Seasonal/Temporary _____	

SUMMARY OF POSITION:

The Maintenance Specialist will coordinate and provide ongoing and preventative maintenance for the properties and grounds of Bay Area Rescue Mission. The Maintenance Specialist I shall be responsible for the completion of maintenance work orders and assigned projects. Assist in teaching and work alongside men and women from the long-term discipleship program to teach fundamental skills and Christian work ethic.

DUTIES AND RESPONSIBILITIES:

- ❖ Promote and ensure the safety and security of facilities and property
 - Conduct safety inspections
 - Keep the Facilities Manager informed and communicate appropriately with outside vendors and other staff.
- ❖ Under the Facilities Manager direction prepare for, conduct and follow up accordingly for annual inspections, insuring BARM's compliance and meeting of standards. Maintain required documentation and paperwork.
- ❖ Fulfill work orders in an efficient and timely manner:
 - Schedule and complete according to priority.
 - Complete documentation accordingly.
- ❖ Perform preventative building maintenance and repairs for BARM's properties:
 - Walk through-out the properties on a regular basis noting condition and needed repairs in order to take preventative action.
 - Tasks may include but are not limited to: general carpentry and remodeling, electrical, plumbing, painting, safety, and locksmith.
 - Ensure that all facilities are in good repair and that BARM meets all OSHA requirements.
 - Carry out a preventative maintenance schedule for all equipment and facilities, including the routine inspection of all smoke detectors, fire extinguishers and alarms.
 - Maintain all related documentation and record keeping including daily activity logs.
- ❖ Maintain, service, and repair property, equipment, and machinery such as sweepers, commodes, sinks, lighting fixtures, air conditioners, ceiling fans, industrial washers and dryers, and smoke alarms.
- ❖ Comply with schedules and procedures for health and safety inspections of facilities and residential units.
- ❖ Submit requests for the purchase or procurement of all necessary material, equipment, furniture, and appliances for BARM facilities.
- ❖ Interface with outside contractors as requested by supervisor:
- ❖ Make recommendations on projects to the Facilities Manager;
- ❖ Provide assistance and access for private contractors and service people.
- ❖ Store, inventory and distribute custodial products and cleaners.
- ❖ Store and inventory maintenance department tools and equipment.
- ❖ Respond to emergency and after hour emergency calls.
- ❖ Attend meetings.
- ❖ Perform all other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Committed Christian, able and willing to model servant-leadership and interested in being part of a ministry that ministers to the addicted, poor, and homeless.
- Able and willing to work with residents through work therapy, sharing the transforming power of the Gospel through words and actions.
- Effective problem solver with regard to people and things, able to offer effective solutions while remaining calm, respectful and compassionate.
- Able to safely and effectively operate a wide variety of hand, power, and shop tools.
- Safety conscious with a strong knowledge of facility operation and general maintenance knowledge.
- Works well with others, able to teach and train "on the job" while completing required duties of the job
- Excellent manual dexterity, good eye-hand coordination

- Able to stand, bend, lift, and reach regularly on a daily basis. Lift up to 50 lbs on a regular basis, more with assistance.
- General knowledge of building maintenance, repair, carpentry, electrical, plumbing, heating and HVAC, and safety.
- Able to organize and prioritize work orders and standard maintenance functions
- Flexible, able to appropriately respond to emergencies and operational needs of BARM. Requires working weekends as well as afterhours as needed.
- Computer literate.
- Able to read, write and perform accurate mathematical computations.
- Good planning and organizational skills
- Must be honest, have integrity and a strong work ethic
- Able to safely operate a box truck
- Valid California driver's license with motor vehicle record acceptable to insurance carrier

WORKING CONDITIONS/PHYSICAL FACTORS

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

- Requires regular interaction with homeless, impoverished, and individuals in recovery
- Requires work indoors and out, year-round, regardless of the weather
- Exposed to dust, odors, noise and fumes
- Climb stairs – *Frequently*
- Standing, climbing, bending, reaching, carrying, kneeling, walking – *Frequently*
- Good manual dexterity and fine motor skills
- Ability to lift up to 50lbs on a *frequent* basis and greater weight with assistance
- Work at heights – *occasionally*
- Drive vehicles, trucks, forklifts and/or other equipment (current licenses required)

EQUIPMENT/TOOLS USED:

Phone	Wide variety of hand tools, shop and power tools
Computer	Forklift
Internet	

EDUCATION/EXPERIENCE:

3+ years in building maintenance, carpentry, electrical, and plumbing

Forklift trainer certification preferred

Previous experience dealing with contracted individuals and/or companies to complete projects or contracted portions of building maintenance and security

Requirement:

The Bay Area 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 and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. 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 all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

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