



## Open Door Maintenance Specialist

**JOB TITLE: Maintenance Specialist**

**DEPARTMENT: Operations**

**REPORTS TO: Business Manager**

**STATUS: PT 20-25 hours  
Non-Exempt**

**SUMMARY OF POSITION:** This position is responsible for the repair and maintenance of the Mission's buildings, grounds and equipment. Requires broad knowledge in electrical, mechanical and HVACR systems. This position reports to the Operations Manager. This is the ideal position for someone with an overwhelming sense of God's calling to use one's talents and life to advance His work.

### **DUTIES AND RESPONSIBILITIES:**

- Repairs and maintains physical structures using hand and power tools
- Snow removal
- Lawn maintenance
- Makes repairs to tools and equipment including refrigeration, heating and plumbing
- Moves, installs and adjusts fixtures, motors and other electrical/mechanical equipment
- Must participate as a member of the emergency response team
- Comprehensive understanding of operation of building and grounds equipment, including HVAC systems.
- Troubleshoot & repair kitchen equipment
- Apply lean thinking and tools to eliminate waste in all areas of the position
- Train and supervise volunteers and guests assigned to maintenance and janitorial.
- Mentor and disciple guests in the service hours program.
- Perform root cause failure analysis and implement changes to improve reliability and/or more efficient functioning of equipment and systems.
- Monitors and reinforces all fire and safety regulations to ensure that the building is protected from fire and hazards.
- On call 24 hours a day in case of building emergencies.
- Indoor and outdoor work in variable weather
- Inspect the building frequently for signs of damage or wear
- Arrange for building improvements by organizing bids and reporting to the Operations Director
- Light janitorial duties
- Organize, store, stock and move donations and equipment.
- Other duties as assigned

### **ESSENTIAL SKILLS:**

1. Ministry mindset, mature Christian, able to model servant-leadership
2. Able and willing to interact with shelter guests in a compassionate and respectful manner
3. Able to maintain a positive, professional, Christ-like manner with all staff, guests and volunteers.
4. Trustworthy, reliable and level-headed.
5. Emotionally healthy and able to respond to guest behavioral issues in a healthy way.
6. Have a personal relationship with Jesus Christ and be able to share the gospel with others through words and deeds.
7. Able to read and write.
8. Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life-transformation.

9. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
10. Possesses the ability to work effectively with others in a positive, cooperative manner.
11. Willingly signs a confidentiality agreement.
12. Good physical condition and ability to pass physical abilities test to meet demands of position
13. Experience and knowledge of building custodial and maintenance operation
14. Sufficient vision and hearing necessary to operate powered equipment safely
15. Working knowledge of fire codes, building codes and OSHA rules and regulations.
16. Electrical knowledge 110v-480v single and three phase.
17. Understands safety and security issues and implications
18. Ability to lift heavy objects up to 100 lbs
19. Valid driver's license with a clean record
20. 2 years of maintenance trades experience

**WORKING CONDITIONS/PHYSICAL FACTORS:** (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE WORK IS OUTDOORS)

This position requires frequent interaction with a homeless population. Will likely interact with individuals who may be intoxicated or under the influence and who may lack socially acceptable personal hygiene

- Climbing stairs
- Fingering/fine motor skills
- Standing for extended periods of time
- Physically restraining agitated or violent individuals - *often*
- May require some work outside, in all climates – *continuously*
- Able to think, read, speak, see, and hear – *continuously*

**EDUCATION/EXPERIENCE:**

- High school graduate or GED earned

**REQUIREMENT:**

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. 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 the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

***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 and that employment is at-will.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date