



**Job title: Building Maintenance (General Helper)**  
**Department: Building Maintenance**  
**Grade: 12**

**FLSA status: Non-Exempt**  
**Reports to: Facilities Manager**

**The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** Fulfills the Building Maintenance department goals by using knowledge and skills in general maintenance such as electrical, plumbing, HVAC and troubleshooting.

**General Purpose:** To maintain Sandy Cove Ministries' buildings and facilities so as to enhance their aesthetic appearance and ensure safety and comfort of SCM guests and employees so that they can better connect with God and others without distraction in a beautiful environment.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- High School Diploma
- 5+ years experience of formal general maintenance
- Must work well with minimal supervision and be self-motivated
- Must work well with other people and follow instructions
- Must have a valid vehicle operator's license
- Willingness to work additional hours as the job requires

**Essential Job Functions/Responsibilities:**

- Assist with preventive maintenance projects
- Help in acquisition of materials for projects both on and off site
- Perform routine maintenance tasks
- Assist in carpentry projects
- Assist in repair and/or replace waterlines, drains, pipes, sinks, faucets & toilets throughout facility
- Winterize & de-winterize seasonal buildings at designated times to prevent pipes from bursting
- Troubleshoot minor HVAC problems replace heat pumps as needed and service water & heat systems
- Troubleshoot electrical problems in event of power loss, replace and install new circuits, repair broken outlets & switches
- Complete special projects
- Perform general maintenance responsibilities as necessary (clean, replace lights, repairs of building and furniture)
- Check and repair maintenance request logged at the Front Desk

- Provide in-house labor for special building projects (new construction or remodeling)
- Help maintain the inventory of supplies
- Execute safety procedures in the work place
- Perform any other reasonable task

**Essential skills and experience**

- General knowledge of and experience with appliances, minor HVAC, electrical and plumbing troubleshooting, installation and repair.
- Problem solving skills

**Nonessential skills and experience:**

- Experience working in Christian camps or conference centers

**Reporting to this position: None.**

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand for long periods of time & walk long distances, sit, use hands, see, talk or hear. Requires ability to lift heavy objects and manipulate heavy machinery up to 50 lbs.
- *Work environment:* While performing the duties of this job, the noise level in the work environment ranges from minimal to loud.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 3-21-10**

**Updated: 9-14-10**

**Updated: 5-4-18**