

## Maintenance Position Opening

**Job Description Disclaimer:** The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by TUCC staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

**Confidentiality:** Confidentiality is a condition of employment. Discretion is a condition of employment. At all times, staff members are to respect the privacy of information about others. Violation of the Code of Confidentiality can result in immediate termination of employment.

**Basic Function:** Maintenance is responsible for maintaining the upkeep of Church properties and facilities. The Maintenance incumbent will interface with Church officers, members, staff and all other persons who come to participate in the life of this Church and/or conduct business on the premises.

**Requirements:** This position requires a high school diploma or GED equivalent. Plus two to three years work experience in a maintenance environment, along with knowledge of general office cleaning methods and practices. The incumbent must demonstrate the ability to work well with others and also able to follow written and oral instructions. Additionally, the incumbent must have a good command of basic verbal and written communications skills.

The ability to work under stressful conditions and with difficult situations is essential. The incumbent must also be able to lift, carry, pull, and push items up to 50 pounds in weight. Must be able to tolerate extended periods of standing, walking, and noise. Normal hearing and vision or correctable hearing and vision to normal levels are required.

**Work Schedule:** Full Time maintenance shall general work forty (40) hours each week and Part Time maintenance shall generally work twenty (20) hours each week in accordance with the schedule personally arranged, and mutually agreed to with the Supervisor, Maintenance. All Maintenance, as a condition of employment, are required to work on Saturdays, Sundays and/or holidays.

**Working Conditions:** This position is susceptible to job hazards, both internal and external, so protective clothing and gloves must be worn at all times. Additionally, this position does require unusual or excessive physical exertion.

**To Apply:** Please complete the online job application, you must login or register for the system by clicking on the following link: [Maintenance Worker Application](#). Please note recent versions of Chrome and Firefox update automatically. If you are using Internet Explorer, please update to the latest version for best results.