



Job Title: Maintenance Staff
Status: Part-time

Department: Maintenance
Reports to: Facilities Manager

Position Summary: The maintenance staff is responsible for the maintenance and upkeep of all Skycroft buildings and equipment, as well as the water, septic, and other systems that affect the functioning of the physical plant.

General Purpose: To provide a safe, clean and attractive facility in good condition that will meet the needs of retreat guests.

Essential Job Responsibilities:

- Repairs and upkeep to all structures owned by Skycroft
- Maintain safety standards and building codes
- General plumbing work including toilet repairs, snaking drains and maintenance to plumbing infrastructure
- General electric work including replacing light fixtures and bulbs, outlets and covers, etc.
- General carpentry work including painting, repairing drywall, etc.
- Trash and debris removal
- Assist with grounds keeping and snow removal as needed
- Participate in any other reasonable building, maintenance or grounds project as assigned

Essential Skills and Experiences:

- High school diploma or general education degree (GED)
- Possession of a valid Maryland driver's license
- Basic knowledge of the building trade and general maintenance work
- General skills in carpentry, large and small machinery, plumbing and electrical work
- Ability to perform manual tasks requiring physical strength and endurance
- Good time management skills, independent and self-motivated
- Ability to establish and maintain positive working relationships with supervisors and co-workers

Reporting to this Position: None

Physical Demands of Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee must be able to physically lift up to 75 pounds and will be required to stand and walk for long periods of time; use hands; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk and hear. The ability to see is required to perform the essential job functions

Work Environment: While performing the duties of this job, the employee may be exposed to moving mechanical parts and vibrations, wet and/or humid conditions; fumes

or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually minimal to moderate volume.

General sign-off: This employee is expected to adhere to all company policies of Skycroft Conference Center and the Baptist Convention of Maryland/Delaware

I have read and understand this explanation and job description.

Signature: _____ Date: _____