

Job Description: Maintenance Generalist (Part Time)

Purpose of Position

The part time Maintenance Generalist is a member of the DMCS Facilities Team and supports the entire school campus by performing facility maintenance and repairs. This position requires a broad range of skills and knowledge to maintain and repair school facilities, grounds, and equipment.

Position:

- Full-time, 15 to 20 hours per week
- Calendar Year
- Hourly, At-will employee

Reports To: Facilities Supervisor

Evaluated By: Facilities Supervisor

Direct Reports: None

Qualifications:

- High School Diploma or GED.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.
- Must be able to stand or walk for up to eight hours per shift, frequent heavy lifting of 50 pounds, climbing, stooping, bending, kneeling and reaching.
- Professional certification and/or experience in any related trade preferred (such as electrical, plumbing, construction/maintenance).
- Possesses basic computer skills to use email and facilities electronic request system.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem solving skills.
- Energized by fast-paced work.
- Ability to manage multiple tasks and projects at the same time.
- Demonstrates ability to work collaboratively with other departments.
- Demonstrates effective verbal and written communication skills.
- Committed to providing a positive customer experience.

Responsibilities:

- Performs maintenance, adjustments, and repairs as needed (including but not limited to: proficient in the use of hand tools, small power tools, gardening tools, minor plumbing and electrical, lumber, building materials, cleaning supplies, and ladders and aerial equipment.)
- Tracks and communicates status of maintenance requests to requestors and other interested parties to ensure timely feedback and accountability.
- Monitors inventory and supplies as needed for assigned areas of responsibility and coordinates with the manager to purchase.
- Keeps electronic records of maintenance performed.
- Other duties as assigned.