

JOB TITLE: Maintenance Assistant  
REPORTS TO: Maintenance Manager  
DEPT: Mission 75%; Administration 25%

STATUS: REG/FT/NE  
SCHEDULE: Varies, 40 hrs/week  
REVISED: 04/10/2024

*The Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.*

## **SUMMARY OF POSITION:**

The Maintenance Assistant will support the Maintenance Supervisor with ongoing and preventative maintenance for the entire WSRM campus, including building and grounds.

## **DUTIES AND RESPONSIBILITIES:**

- Actively participate in facilitating WSRM's compliance and meeting of safety standards. Complete required documentation and paperwork as requested.
- Fulfill e-mail generated work orders in an efficient and timely manner:
  - Fulfill according to priority
  - Complete documentation accordingly
- Perform preventative building maintenance and repairs for WSRM physical plant:
  - Tasks may include but are not limited to: general carpentry and remodeling, electrical, plumbing, painting, safety, and locksmith.
  - Work toward the assurance that facilities are in good repair and that WSRM meets all OSHA requirements.
  - Carry out a preventative maintenance schedule for all equipment and facilities, including the routine inspection of fire extinguishers and alarms.
  - Complete and submit related documentation and record keeping.
- Maintain, service, and repair property, equipment, and machinery such as sweepers, commodes, sinks, lighting fixtures, air conditioners, ceiling fans, industrial washers and dryers, or coordinate with service vendors.
- Work with the residents as part of their work therapy, emphasizing character and work ethic-based traits.
- Comply with schedules and procedures for health and safety inspections of facilities and residential units.
- Communicate with Maintenance Supervisor to submit requests for the purchase or procurement of all necessary material, equipment, furniture, and appliances for WSRM facilities.
- Provide assistance and access for private contractors and service people as requested.
- Give basic instruction to client helpers and volunteer workers.
- Respond to emergency calls.
- Assist with snow removal coordination as needed.
- Attend meetings and perform other related duties as requested.
- Additional duties as requested

## **EDUCATION/EXPERIENCE:**

- High school diploma or GED required.
- 1-year experience in building maintenance, carpentry, electrical, and plumbing required.
- Forklift experience preferred.
- Current NC Driver's license and clean driving record required.

**SKILLS & QUALIFICATIONS:**

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Able and willing to work with residents through work therapy, sharing the transforming power of the Gospel through words and actions.
- Able to safely and effectively operate a wide variety of hand, power and shop tools.
- Safety conscious with a strong knowledge of facility operation and general maintenance knowledge.
- Works well with others, able to teach and train “on the job” while completing required duties of the job.
- Excellent manual dexterity, good eye-hand coordination and fine motor skills.
- Able to stand, bend, lift, and reach regularly on a daily basis. Lift up to 50 lbs on a regular basis.
- General knowledge of building maintenance and repair.
- Flexible and adaptable, may require working extra or odd hours.
- Computer knowledgeable.
- Able to read, write and perform accurate mathematical computations.
- Must be honest, have integrity and a strong work ethic.
- Able to safely operate a box truck.
- Valid North Carolina driver’s license, driving record acceptable to WSRM insurance carrier

**WORKING CONDITIONS/PHYSICAL FACTORS:**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

Standing / bending: Frequently                      Kneeling / Walking: Frequently  
 Climbing stairs: Frequently                      Carrying: Frequently  
 Lifting: Frequently, up to 50 lbs., and greater weight with assistance  
 Work at heights: Occasionally

- Requires regular interaction with homeless, impoverished, and individuals in recovery.
- Requires work indoors and out, year-round, regardless of the weather.
- Exposed to dust, odors, noise and fumes.

**EQUIPMENT/TOOLS USED:**

- Computer, Internet, Email
- Copier/Scanner/Printer
- Wide variety of hand, shop, and power tools
- Forklift

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Employee Signature

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Date