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| Job Title: | Handy Man | Job Category: | Non-Exempt |
| Department: | Facilities | Travel Required: | Some |
| Location: | Office: M2  Work: All Bethlehem Buildings | Position Type: | Full-Time |
| HR Contact: | Church Administrator | Supervisor: | Facilities Manager |

Applications accepted via email by: lmilazzo@bethlehemag.org

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| Job Description Summary |

### Assist in performing routine & preventative maintenance and repair procedures on all Bethlehem buildings, mechanical equipment, vehicles, and utility systems. Perform basic construction such as dry wall, painting, and carpentry.

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| Role and Responsibilities |

Main Ministry Duties

* **Performs preventive maintenance procedures on building mechanical equipment and vehicles on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts as needed.**
* **Cleans and inspects boilers.**
* **Cleans all vehicles and maintain the vehicles both inside and outside the vehicle.**
* **Replaces broken windows; repairs doors, door locks and closets; installs window blinds.**
* **Responds to emergency maintenance requests as required.**
* **Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.**
* **Performs outside custodial duties such as snow removal as required.**
* **Reporting all defects and damages to the Facilities Manager.**
* **Efficiently managing time and meeting all specified deadlines.**

**Repair**

* **Repairs electrical equipment and control circuits; replaces faulty electrical switches & ballasts.**
* **May repair electrical locks and control panels to maintain building security.**
* **Performs minor and major repair of all buildings and equipment. (Over sees the major repairs that are performed by licensed maintenance workers.)**

**Administrative**

* **Assist in maintaining all records of the repair and maintenance works conducted in a facility.**

**Finances**

* **Keep track of receipts for items purchases made for each job.**
* **Communicate with the finance team with details of purchases**

**Special Projects & Other Duties**

* **Other duties that may be assigned by the Facilities Manager, Executive Pastor and/or Lead Pastor.**

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| Qualifications and Requirements |

**Minimum Requirements**

* **High school diploma or general education degree (GED) and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Good skill in the use of hand and power tools.**
* **Passionate about maintaining a safe, healthy, and sanitary environment.**

**Skills**

* **Must be able to write legibly and coherently.**
* **Must be able to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group**
* **Must be able to deal with problems involving a few concrete variables in standardized situations.**
* **Must be able to effectively present information in one-on-one and small group situations to other employees of the organization.**
* **Excellent organizational skills, ability to prioritize and multi-task, using good time management skills in a fast-paced environment.**
* **Must be a team player.**
* **Must be flexible and thrive in an environment that is constantly changing.**
* **Must be able to work well independently and take initiative.**

**Physical Demands**

* **Work is performed while standing, sitting and/or walking**
* **Requires the ability to communicate effectively using speech, vision and hearing**
* **Requires the use of hands for simple grasping and fine manipulations**
* **Requires bending, squatting, climbing, reaching, crawling, kneeling, crouching, etc.**
* **Requires the ability to comfortably lift, carry, push or pull items at 80 lbs or more as needed.**