



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Maintenance Worker

OFFICE/CAMPUS: Facilities/School Wide

REPORTS TO: Facilities Director

STATUS: 12 Months (Non-Exempt)

PRIMARY PURPOSE: Assist the Facilities Director with repair and maintenance of the school building, fixtures, and grounds.

ESSENTIAL DUTIES/FUNCTIONS:

- Responsible for basic electrical repairs
- Repair and maintain existing plumbing
- Responsible for building and facilities repairs
- Operate and maintain various power machinery, tools, and equipment
- Ability to use table saw, miter saw, nail gun, compressor, grinder, reciprocating saws etc.
- Ability to solder copper for plumbing, welding machine for metal work preferred
- Ability to install drywall and other carpentry skills preferred
- Ability to manage painting and wood finishing tasks
- Knowledge of AC equipment and maintenance preferred

OTHER DUTIES/FUNCTIONS:

- Ability to do groundskeeper / custodial work and other duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Vacuum cleaner, shampoo machine, broom, dustpan. Power, hand and stationary equipment and Tools in the school's inventory. School vehicles (i.e. trucks, cars, and golf cart)
- Work Hours: Various shifts from 7:00am – 9:00pm, Monday - Friday.
- Mental Demands: Analytical and critical thinking ability, able to read tape measurements, electrical meters and other measuring devices, attention to detail,

concentration.

- **Physical Demands**: Must be able to lift up to 50 pounds unassisted. Safely move items heavier than 50 pounds using proper equipment. Must be willing to work from a ladder or scaffold. Work in attics and/or other close quarters.

QUALIFICATION REQUIREMENTS:

- **Spiritual**: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- **Skills/Knowledge**: Must be able to read, write and verbally communicate in English. Must be able to understand and obey all posted safety regulations, shop rules, and warnings. Must possess a current, valid state of Hawaii driver’s license.
- **Education/Training**: Must be able to read, write, and verbally communicate in English. Must be able to understand and obey all posted safety regulations, shop rules, and warnings. Must possess a current, valid state of Hawaii driver’s license. Commercial driver’s license qualified.
- **Experience**: Previous work experience in a variety of construction and/or maintenance environments preferred.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.