

Oak Hills Christian College

Job Description

Position Title: General Maintenance Volunteer

Department: Properties

Position Status: Part time

Reports To: Properties Director

FLSA Status: Volunteer

Last Revision Date: October 2009

General Summary: To help service and maintain all campus facilities including buildings, roads, utilities and equipment so that the missions of the Fellowship ministries can move forward.

An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the duties which the individual may be expected to perform.

Primary Responsibilities:

- Perform various maintenance duties as instructed by the Properties Director
- Assist with the boiler system as needed
- Comply with all safety standards and maintain a safe work environment
- Prepare project estimates for the Properties Director as needed
- Perform general and skilled maintenance as needed
- Maintain mechanical systems and grounds
- Perform basic electrical and plumbing work
- Painting
- Construction
- Welding

Education Requirements: Two-year technical degree preferred

Experience Requirements: Five years minimum experience preferred, Minnesota driver's license, Low pressure boiler's license preferred

Required Knowledge, Skills, Abilities and Minimum Qualifications:

Have a visible passion for God

Have a genuine compassion for people

Have a clear Christian testimony

Model Christian service by attending a local church and being active in a ministry

Fully embrace the doctrinal position, mission, and values of Oak Hills and the denominational diversity of OHCC

Skilled in use of hand and power tools used for maintenance work

Basic shop math

Ability to perform general maintenance tasks efficiently and to completion

Able to work well in a team environment

Supervisory Responsibilities: No

Working Environment: Indoors and outdoors, hours are flexible

Physical/Mental Requirements:

Able to work in a variety of weather conditions

Able to work in dusty or dirty environments for extended periods of time

Agile for basic physical labor

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Good interpersonal skills