

## Union Gospel Mission of Salem Job Description

**POSITION TITLE:** Maintenance Worker  
**MINISTRY DEPARTMENT:** Men's Mission (400)  
**REPORTS TO:** Maintenance Manager  
**FLSA STATUS:** Non-Exempt  
**LOCATION:** 777 Commercial St. NE, Salem, OR 97301  
**STATUS:** Full-Time

### **Job Summary:**

Responsible for general maintenance, repairs, grounds upkeep and landscaping at designated UGM facilities under the supervision of the maintenance manager. Help supervise volunteers and assigned program participants. Assist with construction, remodeling and renovation projects as directed.

### **Essential Job Duties:**

1. Ability and skills to perform general repair and maintenance in the following areas:
  - A. Plumbing
  - B. Electrical
  - C. Carpentry
  - D. Painting
  - E. Landscaping / Gardening maintenance
  - F. Minor vehicle maintenance
  - G. General grounds maintenance and upkeep
  - H. General cleaning and janitorial duties
2. General knowledge and ability to maintain and repair:
  - A. HVAC Systems
  - B. Refrigeration Systems
  - C. Hot Water Heating Systems
3. Assist in supervising volunteers and program participants in completing assigned tasks in an efficient and timely manner.
4. Ability to maintain accurate records.
5. Ability to assist in remodeling, renovation and construction projects as assigned.
6. Ability to keep a clean and organized work area.
7. Other duties as assigned by the Maintenance Manager.
8. Maintain a positive, encouraging Christian work atmosphere by demonstrating and training staff in appropriate Customer Service C.A.R.E. standards.
  - A. Committed** – performs job with integrity – respects and honors others.
  - B. Attentive** – models honesty and courtesy to all. Good listener.
  - C. Responsive** – Takes responsibility for quality results. Serves effectively.
  - D. Excellent** – Seeks to improve performance while providing excellent service.

### **Knowledge, Skills, Abilities:**

1. Training and/or experience adequate to be able to perform essential job duties.
2. Good verbal & interpersonal relationship skills.
3. Able to lift up to 50 lbs.
4. Able to work as a team member to provide quality workmanship and customer service.
5. Valid OR State Driver's License.
6. Must agree with Union Gospel Mission of Salem's Statement of Faith and Standards of Conduct.

**Education:** HS Diploma or GED

**Experience:** Minimum 2 years experience in maintenance or closely related field

