



Job Title:	Maintenance Associate	Department	Maintenance
Status:	Full Time – Hourly (non-exempt)	HR Revision Date (Date/Initial):	09/13/2022 - LG
Manager Report:	Building, Grounds & Facilities Manager		

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

“Helping people with disabilities **THRIVE** in Christ-centered community.”

Core Values

- ✓ We believe in the authority of God’s Word
- ✓ We believe Jesus Christ is central to all we do
- ✓ We believe in the value of every person, no matter their ability
- ✓ We believe in humble service
- ✓ We believe in helping people achieve their very best
- ✓ We believe in transparency and integrity in all we do

STARS Standard

Inspiration Ministries’ employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

Maintenance Associate

The Maintenance Associate will be responsible for all day-to-day maintenance concerns for the Inspiration Ministries and Inspired Campus. This includes but is not limited to overseeing and performing all regular maintenance on facility, equipment and vehicles. Maintenance also manages and addresses all work requests submitted by staff or residents, including collaborating with other departments on cleaning, remodeling or other projects. The Maintenance Associate reports to the Building, Grounds & Facilities Manager.

Major Job Responsibilities

1. Maintenance
 - Organize, prioritize and plan daily work order schedule.
 - Communicate completion of work request to proper individuals and departments.
 - Efficiently transfer tools, parts, equipment, and supplies to and from work areas.
 - Maintain all facility equipment and tools.
 - Perform and maintain work on electrical, plumbing, heating and cooling and carpentry throughout the facility.
 - Perform or manage special projects as directed by Building, Grounds & Facilities Manager
 - Clean or lubricate vehicles, machinery, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment.
 - Maintain physical structures, using hand or power tools.
 - Order new parts to maintain inventory or for project preparation.
 - Prepare workstations for use by mechanics and repairers.
2. Safety
 - Tend and observe equipment and machinery to verify efficient and safe operation.
 - Operate all machinery and tools using properly utilizing all equipment.
 - Apply protective materials to equipment, components, and parts to prevent defects and corrosion.
 - Look out for the safety of co-workers, staff members and residents.
 - Oversee OSHA and Hazmat regulations while address work orders and projects.
3. Cleaning
 - Maintain a clean and safe workshop and area.
 - Work with other departments such as Housekeeping on all spills or cleaning issues.
4. Vehicles and Equipment
 - Perform light repair and maintenance on vehicles.
 - Review maintenance logs and manage ongoing maintenance on all vehicles.
5. Other Requirements, etc.
 - Off-hours and weekend on-call availability based on a monthly rotation schedule
 - Work special events held for residents, visitors and donors
 - Participate in required meetings as necessary
 - Night and weekend work required.

Wage and Experience

Average Number of Hours: 30+

Status: Hourly (non-exempt FSLA)

Rate Range: \$16.50 to \$17.75

Years of Experience: 1 year with facility maintenance

Education: High school diploma/GED or equivalent working knowledge