Yakima Union Gospel Mission Job Description

Job Title	Maintenance Assistant
Department	Facilities
Location	1300 N 1st St Yakima, WA 98901
Reports to	Maintenance Manager
Classification	Non-exempt
Salary Grade	B

Job Purpose
Assist all aspects of facilities maintenance to assure that they are handled and recorded accurately, ethically and in a timely manner.

Union Gospel Mission Purpose, Vision, and Value Statement

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

Essential Personal Qualities

To perform the job successfully, an individual should demonstrate the following qualities:

LOVE

- Improves the reputation of Christ by personal interactions with others
- Remains relationally available, present, and authentic in all contexts
- Demonstrates genuine and sacrificial care for the wellbeing of others
- Pursues God personally, relationally, emotionally, and intellectually

PROFESSIONALISM

- Is consistently at work and on time, arrives at meetings and appointments on time.
- Meets deadlines and fulfills commitments with thorough follow-through.
- Proactively measures work to ensure learning, improvement and success.
- Communicates effectively in written form.

LEADERSHIP

- Constantly pursues growth, learning, and improvement
- Thinks creatively, strategically, and spiritually
- Regularly sought by others for input and value
- Maintains mission-clarity and a godly example under stress

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Duties and Responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's Christian culture, core values, policies and procedures.

Team Work

- Instructing, training and coaching each person you work with is an instrumental part of the role.
- Able to communicate well with others including guests, donors, staff and volunteers
- Work well in a collaborative, team environment, and with volunteers

Direct Work

- Process daily Facilities ticketing items.
- Constantly review the condition and state of ALL YUGM properties and facilities.

  If you see it, report it, Fix it!
- Daily review all outstanding tickets and create new ones as necessary.
- Assist "Maintenance Manager" with setting budget goals and projecting job cost estimates.
- Assist with the trouble shooting of ticket items and other issues affecting our facilities and their maintenance.
- Direct work assignments as presented by facilities ticketing, staff, guests and volunteers and follow through to make sure each task is entered in the facilities ticketing system
- Takes on a good share of the tasks that are generated in the facilities ticketing system
- Personally doing the work required to complete the task.
- Assist in the training of staff and volunteers in general construction/maintenance skills including carpentry, plumbing, flooring, sheet rocking, painting, minor electrical, and more as necessary.
- Other duties as assigned

Direct Reports

- Reports directly to the Facilities Director

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Qualifications

- Experience with and comfortability with construction and maintenance practices, principals and applicable codes.
- Must have fundamental computer and computer software skills to input job details, search online for materials and supplies and research appropriate task guidelines.
- Functional organizational, customer service, and interpersonal skills, high level of professionalism and the ability to maintain confidentiality required
- Ability to work independently under the pressure of deadlines, interruptions and changing priorities while maintaining a strong attention to detail. Reliable, resourceful, flexible
- Strong written and verbal communication and works effectively, while working closely with a team

- High School diploma/GED, Washington State Driver's License (current) and 2 plus years or related experience.
- **Preferred**
  - Experience data entry/functional key board skills.

Working Conditions

The primary duties of this position are performed in a variety of environmental extremes. The noise level in the environment is usually moderate, but will have occasional noise extremes including, but not limited to, the operation of electric and gas powered tools. Will also be required to be outdoors in inclement weather and work irregular hours.

Physical Requirements

Daily Physical Demands

- See and hear (vision 20/25 or better with correction), Hearing (20% or less loss.)
- Speak English clearly and fluently
- Walk from one location to another
- Able to Walk, climb, balance, stoop, reach with hands and arms, use hands and finger to handle or feel for extended periods of time (up to 1 hour or more.)
- Lift up to 60 lbs. and with assistance much larger weights.

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Staff Signature:	
Print Staff Name:	
Supervisor Signature:	
Print Supervisor Name:	
Date:	