



## POSITION DESCRIPTION

### Maintenance Lead

Send resume and cover letter to: Marc Rittle [jmrittle@newbethanyministries.org](mailto:jmrittle@newbethanyministries.org)

#### SUMMARY:

The Maintenance Lead is a man or woman committed to serving those in need, who will be responsible for the care, maintenance, and repair of all properties owned by New Bethany, Inc.

#### ACCOUNTABILITY:

The Maintenance Lead is accountable to the Director of Finance and Administration.

#### SPECIFIC RESPONSIBILITIES:

The Maintenance Lead will work with the Property Manager to:

1. Be responsible for all repairs in and around the designated properties including electrical, plumbing, painting, heating, and appliances, unless prohibited by licensing restrictions or lack of expertise;
2. Be responsible for grounds maintenance such as lawn care and snow removal;
3. Insure compliance with, and record keeping for, safety and other regulatory requirements;
4. Maintain records of building repairs and upkeep;
5. Carryout a routine inspection of the properties and their contents;
6. Insure that all areas inside and around the properties are kept free from hazard;
7. Solicit bids from and supervise the work of any outside contractor;
8. Be responsible for and/or perform the ordering of all supplies and equipment related to the care, maintenance, and repair of the building;
9. Supervise volunteers engaged in building repair or maintenance activities that occur during weekday work hours; and
10. Perform other duties as assigned by his/her supervisor.

#### QUALIFICATIONS:

1. A High School or General Equivalency Diploma.
2. A working knowledge of buildings and grounds maintenance including carpentry, electrical, plumbing, and appliance repair.
3. Employee must be 18 years or older.
4. Employee must be of good moral character, may not have been convicted of a violent or drug related felony and must be able to perform his/her primary responsibilities with reasonable skill and safety. Exceptions require the approval of the Personnel Committee.
5. Employee may not have an Indicated or Founded Child Abuse Offense.

#### GENERAL:

The Maintenance Lead is a full-time, exempt (Salary) employee of New Bethany, Inc. and as such is covered by the applicable portions of the Personnel Policy. Salary range is \$36,000 - \$40,000.

REVISED JUNE 1, 2020