



# MISSION

## WACO | WORLD

<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): MAINTENANCE STAFF - Part-time	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> Maintenance Director	
<b>Immediate Subordinates:</b> None Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Maintenance Assistant(s) Work-Study: 1 or more (as available per Baylor)	
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 2015
	<b>Date Last Revised:</b> 2025
<b>Hours Per week:</b> up to 20 hrs/wk. Schedule to be determined with supervisor. Additional seasonal hours may be available if person is skilled and available/equipped to lead visiting work group service projects.	
<b>General Summary:</b> Team member for the maintenance, upkeep, and repair of all facilities, vehicles, and equipment. Mission Waco Mission World (MWMW) has over 16 properties and multiple vehicles.	
<b>Critical Functions and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Problem solving: assessing maintenance situations</li> <li>2. Skilled knowledge (or basic knowledge, or aptitude to learn) of buildings/vehicles/maintenance. Examples, but not to exclude other tasks not listed: painting (prep, roll, brush, spray), basic plumbing (clear clogs, replace fill tower and handle, water cut-offs, etc), pull trailer (and secure the load safely), change HVAC filters and water fountain filters, operate basic power tools (drill, skillsaw, Sawzall, palm sander, etc.), operate and maintain landscape equipment (mower, weedeater, chain saw), basic electrical (change outlet or switch, replace light fixtures), vehicles (check oil, tire pressure, change air filter, add coolant or windshield wiper fluid, etc.); cleaning (this is occasional, when leading a volunteer crew), supply runs to support maintenance team projects; event support (hauling tables/chairs, donation pick up).</li> <li>3. Follow through on assigned tasks, and/or to know when to ask questions to gain knowledge or direction to do complete tasks.</li> <li>4. Software system: Utilize an online and phone app that links to our maintenance software eSpace.</li> <li>5. Provide task planning, support and leadership for volunteers (individuals, groups).</li> </ol>	
<b>Additional Functions and Responsibilities of the Maintenance Team</b>	
<ol style="list-style-type: none"> <li>1. Manna House community service projects: Manna House recovery program participants provide community service hours four mornings per week (M/T/R/F) to help with grounds keeping, cleaning, and various other projects. Maintenance team interacts, plans and leads their volunteer service time.</li> <li>2. Groups service projects: "Mission Trip" groups (one-day and multi-day) come to MWMW throughout the year. Some of the service projects fall within the maintenance area (painting, cleaning, staining picnic tables, etc.). Maintenance Team works in coordination with Groups Director and Groups program staff to identify which projects are helpful, and if there are any conditions or specifications from the maintenance side that need to be considered.</li> </ol>	

*The functions and responsibilities contained in this Position Description are not all inclusive.  
 Other duties and requirements may be assigned at any time.*

3. Systems improvement: MWMW is a growing organization that is in need of improved systems for handling maintenance requests and getting the work done. Maintenance Team may have ideas/suggestions to speak into areas of improvement.	
4. Participate in Giant Worldwide leadership development curriculum, and be willing to grow in use of this in our organization.	
5. Comply with all safety protocols.	
6. Attend monthly Mission Waco Staff meetings, team meetings, and training as scheduled.	
<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> <ol style="list-style-type: none"> <li>1. Understanding (or aptitude to learn) of building and maintenance trades along with a general understanding of mowing equipment and vehicle maintenance</li> <li>2. Proficiency in basic computer skills including email, word processing, and internet use.</li> <li>3. Able to pull trailers</li> <li>4. Budget conscious and prevention motivated</li> <li>5. Use of cell phone for accessing maintenance request app including taking and uploading photos</li> </ol>	<b>Skills and knowledge preferred:</b> <ol style="list-style-type: none"> <li>1. Specific skills in higher-skill areas of maintenance like electrical, plumbing, HVAC, mowing equipment and vehicle maintenance.</li> <li>2. Preventative maintenance needs</li> </ol>
<b>Minimum previous experience required:</b> At least 1 year in a maintenance or construction related profession, or other experience that demonstrates aptitude for this work.	<b>Previous experience preferred:</b> At least 3 years' experience in a maintenance or construction related profession
<b>Minimum education required:</b> High school diploma	<b>Education preferred:</b> Trade Certification or related college
<b>Minimum communication skills required:</b> <ol style="list-style-type: none"> <li>1. Digital communication including email and text messaging.</li> <li>2. Ability to explain maintenance problems and repair timelines to non-maintenance staff who work in various facilities.</li> <li>3. Good verbal communication skills and demeanor for coordinating with staff and volunteers on daily basis and in sometimes stressful situations</li> </ol>	<b>Communication skills preferred:</b> <ol style="list-style-type: none"> <li>1. Good internet skills to upkeep work order management system.</li> </ol>
<b>Special training, certification or licensing required:</b> <ol style="list-style-type: none"> <li>1. Valid driver's license, and meets criteria in MWMW Driver Policies to drive our vehicles.</li> </ol>	
<b>Behavioral, emotional, mental requirements:</b> <ol style="list-style-type: none"> <li>1. A self-starter who has the mental and emotional flexibility to deal with ever-changing schedules and priorities.</li> <li>2. Honest and trustworthy</li> <li>3. Team player</li> <li>4. Respect with self, others, program participants, vendors, co-workers, and the mission of MWMW</li> <li>5. Take pride in doing good work</li> </ol>	
<b>Other requirements:</b> <ol style="list-style-type: none"> <li>1. Physically able to lift up to 50 lbs</li> <li>2. Physically able to climb ladders (typically 6-10 ft solo, and occasionally up to 30 ft as part of team work)</li> <li>3. Smart phone that maintenance app can be downloaded on.</li> </ol>	
<b>Other preferences:</b> Mature Christ-follower.	

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