



MISSION WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): MAINTENANCE SUPPORT – Part-time	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input checked="" type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Maintenance Director	
Immediate Subordinates: None Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study: 1 or more (as available per Baylor)	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2015
	Date Last Revised: 2026
Hours Per week: up to 20 hrs/wk. Schedule to be determined with supervisor. Additional hours may be available occasionally, if person is skilled and available/equipped to lead visiting work group service projects.	
General Summary: Team member for the maintenance, upkeep, and repair of all facilities, vehicles, and equipment. Mission Waco Mission World (MWMW) has over 18 properties and multiple vehicles.	
Critical Functions and Responsibilities	
<ol style="list-style-type: none"> 1. Problem solving: assessing maintenance situations 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 collant 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 pickup). 3. Follow through on assigned tasks, and/or to know when to ask questions to gain knowledge or direction to do complete tasks. 4. Software system: Utilize an online and/or phone app that links to our maintenance software eSpace. 5. Provide task planning, support and leadership for volunteers (individuals, groups). 	
Additional Functions and Responsibilities of the Maintenance Team	
<ol style="list-style-type: none"> 1. Manna House community service projects: Manna House recovery program participants provide community service hours three mornings per week (M/T/F) to help with grounds keeping, cleaning, and various other projects. Maintenance team interacts, plans and leads their volunteer service time. 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. 	

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

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