

Job Title: Maintenance I
Department: Maintenance
Job Status: Regular/Full-time (40 hours/week)
FLSA Status: Non-exempt

Work Schedule: Mon-Fri / 7am-3:30 pm
Physical Strength: Heavy

SUMMARY

The Maintenance I performs routine maintenance and repair work in buildings, on machines and mechanical equipment. May assist with electrical and/or plumbing work as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department needs.

General

- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Analyzes problems and identifies appropriate tools and materials for repair.
- Replaces broken windows; repairs doors; installs window blinds; installs/repairs floor tile and ceramic tile.
- Performs gutter and roof repairs; responsible for masonry and sidewalk repairs.
- Refinishes furniture, doors and other wood items.
- May work and train under the supervision of Maintenance Technician or work alone with little supervision.
- Documents problems and summary of actions taken; records service data in logs.
- Maintains accurate and complete paperwork and other procedures to organization standards.
- Always maintains the highest health and safety standards; uses Personal Protective Equipment as necessary and complies with building codes and all other regulations.
- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor, and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
- 2 years' experience in maintenance, carpentry, plumbing, or related field.
- Ability to use hand or power tools.
- Ability to follow blueprints and understand technical instructions and to read and interpret equipment manuals and work orders to perform required maintenance and service.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.

- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Regular and predictable attendance is an essential function of the job.
- Must be available for occasional weekend and/or evening work.
- Must be able to follow all safety procedures, including use of approved Personal Protective Equipment.
- Must be able to pass criminal background and drug screenings.
- In order to provide our guests/residents/employees with a pleasant and healthy retreat/work/housing experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.

EDUCATION and/or EXPERIENCE

Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position; high school education preferred.

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

Computer skills using Microsoft Office suite, internet. And work-order scheduling systems.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

PHYSICAL DEMANDS

This is often a fast-paced, physically demanding job requiring significant physical stamina and mobility. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical activities required to perform the essential functions include, but are not limited to:

- Regularly sitting, standing, walking, bending, reaching, crouching climbing and crawling for prolonged periods of time, in some cases for an entire work shift.
- Continual talking and hearing, both in person and on the telephone; regular seeing, including in both bright and low light conditions.
- Regular pushing, pulling, lifting, and carrying weights up to 50 lbs. unassisted and up to 75 pounds with assistance.
- Irregular reaching, grasping, twisting, turning, walking, and pivoting and all other activities required to perform essential functions.
- Ability to reach (including overhead), work on a ladder, kneel, bend, and stand for extended periods of time.
- Must have a full range of body movements including the use of hands feet and fingers to handle or feel objects.

Job Description



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- Able to handle or feel objects and use tools and equipment and must be capable of bending, reaching, crouching, climbing and crawling.
- Specific vision abilities required include close vision, depth perception, and the ability to adjust and focus.
- Must be able to follow all safety procedures, including use of approved Personal Protective Equipment.

WORK ENVIRONMENT

- Includes working outdoors/indoors in various and sometimes adverse climate conditions ranging from very cold with rain to very hot and humid and adverse lighting conditions.
 - Includes ditches, excavation sites, and confined locations, including attics and crawl spaces.
 - Noise level in the work environment is usually moderate to high, with occasional periods of time exposed to machine noise.
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