

The Mountain Retreat & Learning Center (MRLC)

Job Title: Maintenance Worker

Classification: Exempt

Reports to: Maintenance Manager **Date Revised:** 3/2023

Summary/Objective: To address the needs of MRLC facilities, infrastructure, equipment, and grounds, this individual will be expected to:

- Conduct inspection, evaluation, planning and implementation for preventative and ongoing maintenance, as well as repairs. Practice safety standards and report unsafe situations. ☒ Respond in a timely manner to maintenance requests by the Maintenance Manager, who receives maintenance requests from MRLC staff.

Essential Functions, coordinating with the Maintenance Manager:

- Develop and implement a plan for routine inspections of facilities, infrastructure, equipment, and grounds – ensuring completion of preventative and ongoing maintenance, as well as repairs. Update work log.
- Maintain and implement a winterization plan – facility, tasks, dates.
- Assists in obtaining quotes and arranging for services of outside vendors as directed.
- Report mechanical malfunctions to the appropriate party, follow-up as needed. ☒ Collect and dispose of trash.
- Maintain clean, safe, and orderly work sites.
- Other tasks as requested.

Skilled Responsibilities: Training provided if needed

Completes the following and identifies projects requiring the services of a higher skilled technician.

Carpentry: Basic rough and finished carpentry for building or repair of structures, such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.

Glazier: Disposes of broken glass, putty or plastic; replaces windows and door hardware; replaces glass for windows, doors, and light fixtures.

Electrical: switches, outlets, plugs, cables, appliances, and lighting systems.

Plumbing: leaks or breaks in water lines, clogged lines or drains, seals and other minor components, drinking fountains, hot water heaters and other appliances.

Painting: prepares surfaces and applies paint, enamel, lacquer, varnish, or stain; removes or covers graffiti; repairs wall coverings.

Grounds: maintain parking lots, walkways, and green spaces in a clean, safe, and orderly manner. This includes mowing, trimming, weeding, aerating, minor pest management, and removal of fallen branches.

Other Responsibilities:

- As a member of The Mountain community, be an engaged and positive member, and participate in staff meetings.

- In a timely manner, respond to trustee requests, including Board meeting participation.

Competencies:

- Utilize hand and power tools and equipment, and hardware tools
- Utilize blueprints, repair manuals, or supplies catalogs as needed
- Demonstrates skills reflecting initiative, individual direction, detail-orientation, problem-solving, organization and follow-up, effective communication
- Professional presentation and demeanor
- Ability to work irregular hours, maintaining safety and common sense.

Supervisory Responsibilities:

- Periodically supervise staff or volunteers engaged with facilities projects, as assigned.

Work Environment:

- Responsibilities are performed indoors, outdoors, on varied surfaces in all weather conditions.
- Exposure to chemicals and other harsh materials required for various tasks. ☒ Safety glasses and/or hearing protection will be required for some tasks.

Physical Demands:

- Stamina, dexterity and full range of motion to perform physical labor throughout the shift. Strenuous activity may include walking on challenging terrain while carrying heavy materials.
- Lifting – up to 50 lbs for 25% of shift, under 20 lbs for 100% of shift
- Carrying – minimum of 20 lbs for 50% of shift
- Pulling – minimum of 20 lbs for 50% of shift

Education and Experience:

Required

- High school diploma or GED
- NC driver's license, with clean driving record
- Minimum of one year in construction trades

Preferred

- First Aid and CPR certification
- Demonstrated competence performing routine maintenance, plumbing and electrical wiring.

Desired Qualification:

- Understanding of the Unitarian Universalist (UUA) Principles, The Mountain core values.
- Understanding of relationships among the UUA, regions, congregations, and The Mountain.

Affirmative Action Plan and Equal Employment Opportunity Statement:

The Mountain Retreat & Learning Center is an Equal Opportunity Employer and is committed to the full inclusion of all.

Other Duties Disclaimer:

This job description is not presented as a comprehensive description of anticipated responsibilities. Other responsibilities may be assigned with or without notice by the supervisor.