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## **HOMES FOR CHILDREN – MAINTENANCE**

### **Position Assignment**

**Title:** Homes for Children – Maintenance  
**Organizational Unit:** Homes for Children  
**Recruited by:** Director of Maintenance  
**Approved by:** Vice President of Campus Ministries

### **Working Relationships**

**Reports to:** Director of Maintenance  
**Staff Team:** Director of Maintenance, Boothe Campus Director, Vice President of Campus Ministries, and all Homes for Children staff

### **Basic Functions**

The Maintenance position plays an important role in the Homes for Children program of South Texas Children’s Home Ministries (STCH Ministries). The Maintenance position provides maintenance of all properties, structures, grounds, and vehicles for STCH Ministries’ Homes for Children and Homes for Families campuses to ensure they are in a state of good repair, function, and appearance.

### **Basic Responsibilities**

1. To assist in providing maintenance of all properties, structures, and grounds on Boothe Campus.
2. To assist in providing maintenance of all properties, structures, and grounds on Marshall Ranch Campus.
3. To assist in building maintenance in the areas of carpentry, painting, roofing, flooring, locks, ceilings, plumbing, and furniture repair.
4. To assist in maintenance of STCH Ministries vehicles.
5. To report any major maintenance problems to the Director Maintenance.
6. To work with staff members in the Men’s Work Program.
7. To perform all other duties as assigned.

# Position Description

## STCH Ministries



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*\*\*A standard 40-hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Homes for Children – Maintenance.

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Employee Signature

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Date

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Employee Supervisor Signature

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Date