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 building maintenance in the areas of carpentry, painting, roofing, flooring, locks, ceilings, plumbing, and furniture repair.
3. To assist in maintenance of all properties and grounds on Boothe Campus.
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.

***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.

Employee Signature _____ Date _____

Employee Supervisor Signature _____ Date _____