



JOB DESCRIPTION

Position: Full Time Skilled Maintenance
Department: Operations
Reports to: Director of Operations

Organization

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults. Boys and Girls Country provides a loving, stable, Christian home for children whose families cannot care for them.

Boys and Girls Country serves up to 88 boys and girls aged five to eighteen and 14-20 young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston. Its website address is www.boysandgirlscountry.org.

Position Summary

The Skilled Maintenance position is a forty hours per week Monday through Sunday, non-exempt position that reports to the Director of Operations.

The Skilled Maintenance position is responsible for timely completion of maintenance requests as well as general upkeep of Boys and Girls Country facilities. The responsibilities of the Skilled Maintenance position include, but are not limited to, the following:

Roles and Responsibilities

- Responsible for the aesthetics of all Boys and Girls Country properties.
- Responsible for the maintenance needs of all Boys and Girls Country properties.
- Provide skilled labor where ever needed
- Responsible to make sure that all Maintenance Requests are completed in a timely manner.
- Performs all Maintenance Requests as economical as possible and still maintain high quality standards. Be a good steward of Boys and Girls Country resources.
- Responsible to pick up parts when necessary.
- Respond to after hour emergency calls in a timely manner.
- Ensures that all roofs are clear of debris.
- Ensures that gutters are clean and functional.
- Responsible for maintenance of all sprinkler systems.
- Ensures that exterior of all buildings are in good repair and clean.
- Responsible for keeping the Operations Center clean and in good running order.
- Ensures that all maintenance equipment is in good working order; may perform minor repairs and maintenance procedures on equipment when required.
- Responsible for trimming all trees annually or more often if needed.
- Has a working knowledge of electrical, plumbing, carpentry, and basic maintenance

- Ensures that all safety rules and regulations are followed at all times to include the wearing and use of proper safety protection gear when required.
- Responsible for working closely with the Director of Operations, Skilled Maintenance team members, and all staff to provide necessary assistance and direction in keeping the overall facilities of Boys and Girls Country in good repair.
- Assist the Operations Team with the timely pickup of donated good.
- Support other members of the team in carrying out organizational goals and activities.
- Performs other duties as assigned by Director of Operations
- Responsible for maintaining all buildings and grounds in good condition
- Keep all grounds mowed, trimmed, and weeded as needed
- Make recommendations to the Director of Operations for ways to improve the efficiency and quality of the department
- Report any loss of equipment or supplies to the Director of Operations on an Incident Report.

Teamwork

- Support other members of the Operations Team with carrying out their maintenance duties
- Provide skills, trades, or labor on any given task
- Assist with the student Apprentice Program to help teach kids new skills

Qualifications:

- Must be cleared through a criminal background and FBI finger print investigation.
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- Must attend Boys and Girls Country orientation and pre-service training.
- Must have at least two years experience in the maintenance field
- Must be self-motivated and willing to try new task
- Must be able to lift a minimum of 75 lbs.
- Must be willing to extend knowledge in the maintenance field
- Must be able to make decisions and be a cooperative team member
- Must display a positive attitude and show support of Boys and Girls Country mission and values at all times.

All Boys and Girls Country employees must have the following characteristics:

Compassionate, Professional, Good Ethical and Moral Character, Communication Skills, Positive Attitude, Team Oriented, Integrity, Dedicated/Dependable, Creative, and Endurance
