

# JOB POSTING



羅省第一華人浸信會

FIRST CHINESE BAPTIST CHURCH  
LOS ANGELES

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## Maintenance Worker

<b>Employment Status and Hours:</b>	Non-exempt; Regular Full-Time
<b>Prepared Date:</b>	March 2022
<b>Reports to:</b>	Facilities Manager
<b>Typical Work Schedule:</b>	40 hours per week; flexible work hours including some evenings and weekends
<b>Job Summary:</b>	The Maintenance Worker performs tasks such as repairs and cleaning. They are responsible for basic fixes to equipment and building systems and ensuring that facilities are tidy and functional.

### DUTIES AND RESPONSIBILITIES:

1. Perform minor fixes such as repairing broken furniture and restroom fixtures
2. Conduct maintenance tasks such as replacing light bulbs, batteries, changing filters, and cleaning out grease interceptor
3. Inspect and identify issues with systems, control panels, appliances, and equipment such as stoves and refrigerators
4. Inspect facilities for security and safety issues and report them to Facilities Manager
5. Maintain grounds including garage, parking lots and courtyards
6. Clean church vehicles
7. Set up and tear down chairs and tables for events
8. Organize and stock supplies such as custodial and kitchen supplies
9. Be the back-up to open, close and clean facilities
10. Meet with vendors
11. Be available for emergency requests or special events
12. Report issues to Facilities Manager

### REQUIREMENTS:

1. High school diploma or equivalent
2. At least two years' experience as a maintenance worker or other similar position
3. Basic working knowledge of HVAC, plumbing, electrical
4. Experience working with tools including hand and electrical tools
5. Able to read and follow instructions and manuals
6. Able to understand and follow oral instructions
7. Good communication and interpersonal skills
8. Basic computer skills: E-mail, Microsoft Office

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9. Handle physical demands of the job including standing, bending, pulling, pushing, climbing, and lifting at least 50 pounds

**Language Skills:**

- 1) Verbal and written communication skills in English required
- 2) Ability to converse in Cantonese and/or Mandarin preferred
- 3) Must be able to read English for understanding of product labels and instructions

**Personal Qualifications:**

- 1) Born again Christian
- 2) Worships regularly, maintains a consistent spiritual life and disciplines
- 3) Self-motivated and takes initiative
- 4) Supportive team player
- 5) Able to maintain strict confidentiality
- 6) Respectful towards authority and subordinates
- 7) Culturally sensitive and aware
- 8) Demonstrates sound work ethic and a “customer service” orientation

**PHYSICAL DEMANDS:**

Essential duties require sitting, standing, walking, kneeling, crouching, stooping, squatting, crawling, twisting, climbing, pushing/pulling/lifting up to 50 lbs. Judgment is expected to be exercised when lifting heavy objects and climbing high areas by engaging help or using equipment to assist.

**WORK ENVIRONMENT:**

Due to the nature and environment of the workplace, a high moral, ethical, and spiritual value is necessary. Working well with staff, guests and vendors is a must. Being flexible with the workload and work schedule is also necessary. The church facilities are located up and down the street and consists of multiple level buildings, parking lot, and garage.

***Salary is commensurate with experience.***

***This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the church as the needs of the church and requirements of the job change.***

**PLEASE SUBMIT RESUME to [maintenance-job@fcbc.org](mailto:maintenance-job@fcbc.org)**