

# Mid-America Baptist Theological Seminary

## Job Post

**Job Title:** Maintenance Assistant/Repairs  
**Department:** Operations  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Non-Exempt  
**Posting Date:** April 16, 2024  
**Classification:** Full-Time

### SUMMARY

The Maintenance Assistant serves as a direct assistant and primary support to the Maintenance Supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary work focus is on repairs, painting, HVAC, electrical, plumbing, and equipment. Additionally, general housekeeping of the building including picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, cleaning windows. Other duties may be assigned as needed.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Mid-America students are eligible for this position.

### EDUCATION and/or EXPERIENCE

Related experience and/or training; or combination of training and experience. Preferred experience includes sheetrock, painting, power tools, and mechanical mindset.

### LANGUAGE SKILLS

Ability to read and interpret documents such as rules and procedures.

### REASONING ABILITY

Ability to solve practical problems in dealing with a variety of work-related situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### OTHER SKILLS AND ABILITIES

Attention to detail and accuracy is required. While performing the duties of this job, the employee is frequently required to stand, walk, use hands, reach with hands and arms, climb, balance, or stoop. The employee is occasionally required to sit. The employee must frequently lift and/or move moderately heavy objects.

### WORK ENVIRONMENT

Work is done indoors and outdoors.

### OTHER QUALIFICATIONS

- Sincere allegiance to the mission of Mid-America
- Personal faith in and commitment to Jesus Christ
- Professional expertise and integrity
- Excellent interpersonal skills
- Related experience preferred but not required