

Cannon Beach Conference Center

Job Description



Job Title: Maintenance Serviceman - Lists

Department: Maintenance Pay range: _____
Reports to: Maintenance Manager Category: Salaried exempt
Date approved: April 2012

General Position Summary

Assists in the upkeep and repair of Conference owned facilities and equipment and will assist with the Preventative Maintenance Program.

Essential Functions/Major Responsibilities:

- Repair and maintenance of guest facilities and staff residences.
 - Repair of residential and commercial appliances.
 - Preventative maintenance of conference buildings and equipment.
 - Maintain order in the maintenance inventory area.
 - "On-call" for off-hours maintenance needs about one week per month.
 - Work with volunteers.
 - Support CBCC safety program:
 - Work in accordance with OSHA regulations and CBCC safety plans and procedures so as to not injure self or others.
 - Ensure coworker and volunteer compliance with OSHA regulations and CBCC safety program.
 - Notice, report and repair unsafe conditions.
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Secondary Responsibilities:

- All other duties as assigned.
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Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ
- A helpful guest service attitude with good interpersonal and communication skills.
- Demonstrated ability to work with minimal supervision.
- Strong mechanical aptitude with knowledge of electrical, plumbing, heating systems, and appliance repair.
- Carpentry skills including trim, dry wall repair, and painting.
- Able to read schematics.
- Good reading and general math skills.
- A good eye for detail.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

- A valid driver's license and a good driving record.
- Optional: HVAC, welding or locksmith experience.

Physical Demands:

Sit	<u>1</u> Consecutive hours	<u>varies</u> Total hours per day
Stand/Walk	<u>1</u> Consecutive hours	<u>varies</u> Total hours per day
Employee may alternate between sit/stand as needed.		
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm <input checked="" type="checkbox"/> Uses both hands/arms
	None or N/A*	Occasionally* Frequently* Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Distance objects are carried:	Up to 200 yards	
*Key		
Occasionally	Frequently	Continuously
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day	6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day