



Maintenance Worker Job Description

Job Title: Maintenance Worker
Staff Category: TBD
Reports To: Maintenance Manager

SUMMARY:

Sunrise Ranch is seeking a professional who wants to participate and work at a thriving spiritual community in the foothills of the Rocky Mountains. The maintenance worker will assist in performing the maintenance, repair and replacement of the Sunrise Ranch physical plant, which includes, but is not limited to: buildings and all of their appurtenances, equipment, and mechanical, electrical and plumbing systems. Below is a more detailed listing of responsibilities.

JOB RESPONSIBILITIES:

- Performs routine, repetitive daily inspection and maintenance necessary to building exterior/interior
- Assists and performs semiskilled tasks of a general nature in connection with maintenance, repair and construction tasks in the upkeep of Sunrise Ranch
- Assists with and performs installation, maintenance, repair and construction work in the basic building maintenance trades, such as carpentry, painting, electrical, plumbing, locksmithing, carpeting and mechanics
- Inspects properties and communicates with management regarding proper grounds-keeping and general cleanup and maintenance
- Prepares and paints walls and woodwork and performs other types of refinish; installs or repairs carpet; performs custodial duties as required
- Provides technical assistance regarding the quality and/or performance of machinery, buildings and other facilities
- Organizes and maintains all tools, equipment, materials owned by Sunrise Ranch
- Assists in the maintenance of all Sunrise Ranch-owned vehicles, tractors, backhoes and the like with our vehicle maintenance manager
- Performs other related duties as required

SKILLS & EXPERIENCE

- Semi-skilled maintenance worker. Can perform carpentry, flooring, painting, exterior building work, minor plumbing, electrical work
- Has ability to assess problems, collect data, establish facts and develop solutions
- Has ability to work a flexible schedule, which may include off-shift hours and weekend assignments

- Highly motivated, self-starter and results-driven individual with excellent interpersonal skills
- Excellent verbal and written communication skills are required.
- Good computer skills and skilled in using Microsoft Office, especially Word and Excel
- Proficient in use of smartphones, especially texting, emails and Google calendars
- Has strong attention to detail; confidentiality required
- Adaptable—thrives in a constantly changing work environment
- Enthusiastic, creative team member—able and willing to participate in community life
- Willing to learn about and work in a Creative Field in harmony and focus