

Job Title: Maintenance Lead supervisor
Reports To: Maintenance Manager
Shift: 8:00-4:30 P.M. Monday Thru Saturday
Status: Full time 40hrs B3 classification

General Description:

The Kalamazoo Gospel Ministries is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious, and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and statement of purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord.

Essential Functions:

- As a member of staff, uphold, promote, and encourage, in word and deed, desired organizational culture and values; purposefully seek to establish and maintain a culture that is based on grace and affirms and advances KGM's vision and purpose.
- Must arrive on time at beginning of shift.
- Enforce and maintain mission policy and procedures.
- Oversee all maintenance personnel and volunteers.
- Responsible for all paperwork to filled out correctly and in a timely manner.
- Maintain and organize all areas in maintenance shop.
- Other duties and responsibilities as assigned by Manager.

Knowledge, Skills, and Abilities Required:

- Highly ethical with the ability to make smart, timely decisions.
- Performance training, motivation, instruction and conflict resolution
- Must be skilled in electrical, Plumbing, drywall, painting, carpentry and landscaping
- Must be able to trouble shoot and evaluate problem area and propose necessary corrections.
- Have organizational skills
- Mechanically inclined.
- Must have a valid driver's license.

"But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect." – 1 Peter 3:15 (NIV)

Personal Attributes and Values:

- Have a personal relationship with the Lord Jesus Christ and a desire to serve Him.
- Be a consistent witness for Jesus Christ
- Exhibit spiritual maturity as defined by evangelical biblical standards and in accordance with the employee handbook.
- Have a heart of compassion and caring toward the homeless and hurting and a passion about ministering life transformation in an urban setting.
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Highly ethical with the ability to make smart, rapid decisions; demonstrates excellent integrity.
- Flexible, cooperative spirit
- Possess and promote a drug, nicotine free lifestyle.

Working Conditions/Physical Factors:

*Occasionally = 1%-33%; Frequently = 34%-66%; **Continuously = 67%-100%***

- Work will predominately require individual to work inside and outside.
- Snow Removal (Winter)
- Landscaping (summer)
- Must be able to lift 50 lbs.

Equipment/Tools Used:

- Knowledgeable in the use of all power hand tools and table saws.
- Knowledgeable in the use of safety equipment.

Education/Experience and/or Certification:

- High School diploma or equivalent

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