



Yakima Union Gospel Mission Job Description

Maintenance Assistant	Job Purpose
Department: Facilities	Assist in all aspects of facilities maintenance to ensure timely and efficient handling of facilities tickets, projects, and tasks in support of YUGM mission, vision, and values.
Location: 1300 N 1 st St Yakima, WA 98901	
Reports to: Maintenance Manager	
Classification: Non-Exempt; Full-time	
Salary Grade: B	

Union Gospel Mission Purpose, Vision, and Value Statement

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

Essential Personal Qualities / Core Values

To perform the job successfully, an individual should demonstrate the following competencies:

LOVE

- Improves the reputation of Christ by personal interactions with others.
- Remains relationally available, present, and authentic in all contexts.
- Demonstrates genuine and sacrificial care for the wellbeing of others.
- Pursues God personally, relationally, emotionally, and intellectually.

PROFESSIONALISM

- Is consistently at work, meetings, and appointments and on time.
- Meets deadlines and fulfills commitments with thorough follow-through.
- Proactively measures work to ensure learning, improvement, and success.
- Communicates effectively in written form.

OUTCOMES

- Constantly pursues growth, learning, and improvement.
- Thinks creatively, strategically, and spiritually.
- Regularly sought by others for input and value.
- Maintains mission-clarity and a godly example under stress.
- Sets a godly example for staff and clients.



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Duties and Responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement, and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's Christian culture, core values, policies, and procedures.
- Minister to our clients, showing them kindness and grace.

Team Work

- Instructing, training, and coaching each person you work with is an instrumental part of the role.
- Able to communicate well with others including guests, donors, staff, and volunteers
- Work well in a collaborative, team environment, and with volunteers

Direct Work

- Assist maintenance manager in daily review, prioritizing, and completion of daily maintenance tickets.
- Complete with accuracy and efficiency direct work assignments as determined by the maintenance manager.
- Maintain a tidy, clean, and safe shop and workspace/environment, following all necessary safety measures as each task dictates.
- Attend, as requested or required, all YUGM trainings and meetings scheduled by the management team to keep current on any policy changes, new procedures, and other information essential to performing the job.
- Other duties as assigned in support of YUGM's mission and values.

Reporting and Direct Reports

- Reports directly to Maintenance Manager

Qualifications

- Two plus years of related experience with construction and maintenance practices, principals, and applicable codes.
- Fundamental computer skills for input of job details in ticketing system and online ordering and research.
- Functional organizational, customer service, and interpersonal skills with a high level of professionalism and ability to maintain confidentiality when needed.
- Able to work independently under the pressure of deadlines, interruption, and changing priorities while maintaining a strong attention to detail.
- Strong written and verbal communication skills.
- High school diploma/GED, Washington State Driver's License (current), safe driving record.



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- Ability to work alongside volunteers, programmers, and clients representing a variety of backgrounds – cultural, economic, and those in addiction recovery.
- Personal ethos and work ethic should reflect YUGM’s Core Values of Love, Professionalism and Outcomes.

Working Conditions

- The primary duties of this position are performed in a well-lighted, temperature-controlled environment.
- The noise level in the environment is usually moderate with occasional loud noises including the operation of electric and gas-powered tools.
- Outdoor work and work in inclement weather and irregular work hours will be required.

Physical Requirements

- Sit and review information on a computer screen or on paper for extended periods
- See and hear
- Speak English clearly and fluently
- Travel from one location to another
- Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.
- Lift up to 60 lbs. independently and more with assistance and proper lifting techniques.

Staff Signature:	
Print Staff Name:	
Supervisor Signature:	
Print Supervisor Name:	
Date:	