

Volunteer Job Description



Job Title: Facility Maintenance Assistant
Department: Program
Reports To: Facility Maintenance Lead
FLSA Status: Volunteer, 10 hours per week
Starting Salary: N/A

General Description of Work:

Facility Maintenance Assistant (FMA), under the direction of the Facility Maintenance Lead is responsible to assist the FML in repairs and upkeep of the building and grounds. Working in a team environment, the FMA supports the vision, culture, and core values of the Kitsap Rescue Mission.

Essential Functions:

- Must have an eye for facility safety, ongoing maintenance, and preventative maintenance
- Be safety minded when working
- Ability to perform non-structural and minor structural repairs
- Operate power tools and equipment
- Maintains courteous, high quality customer service toward Mission staff, outside vendors, volunteers, and Mission program participants
- Works closely with the FML, other staff, program participants, and volunteers to perform preventative maintenance and maintain the equipment of Mission facilities
- Is accountable to FML for ongoing safety and preventative maintenance of Mission facilities
- Other duties as assigned.

Knowledge, Skills, and Abilities Required:

- Possess a basic understanding of building, structures, soils/foundations, framing, building envelope, roof/truss systems, and enclosed spaces, and how the distribution of utilities, such as gas, water, electrical supply and HVAC systems operate within.
- Knowledge of basic building materials and fasteners

Requirement: Kitsap Rescue Mission is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such employees must share the Mission's Statement of Faith and Lifestyle, and adhere to the Mission's Employee Policy Manual and other guidelines set forth by the Executive Director. This position does not require a Conflict of Interest Statement.