



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

Campus Maintenance Technician

Job Description Summary: The Campus Maintenance Technician will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is a full-time exempt position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more. The Campus Maintenance Technologist may be required to live on campus in order to share responsibilities with administrator of 24-hour emergency coverage.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *‘the operation of a motor vehicle, other vehicle, equipment, machinery or power tools’* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Oklahoma City

Reports to: The Campus Maintenance Technician reports to the Campus Administrator.

Requirements: *“For an overseer, as God's steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church. (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.

5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

Educational Minimum Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. High school diploma or GED required
2. Maintenance experience required

We are a religious employer and we reserve the right to hire based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23, ESV*

- 1. Responsible for the overall maintenance of the OKC Campus and all areas related to the day-to-day maintenance operations of the Children's Hope Program.** *“Choose for your tribes wise, understanding, and experienced men, and I will appoint them as your heads.” Deuteronomy 1:13, ESV*
 - A. Essential duties include but are not limited to:
 - 1) Electrical, plumbing, carpentry, and painting
 - 2) Repairing and treating structures such as showers, sinks, appliances, doors/cabinets, walls and building exteriors
 - 3) Make ready units for new move-ins
 - 4) Have a working knowledge of HVAC systems and be able to complete preventative maintenance
 - 5) Responsible for 24-hour emergency maintenance
 - 6) Schedule and complete preventative maintenance program
 - 7) Complete grounds work such as: mowing, grounds pick up and light landscaping
 - 8) Coordinate dates for volunteer groups with the Volunteer Coordinator for campus work projects
 - 9) Work with the Volunteer Coordinator to keep an up to date list of campus projects for volunteer groups
 - 10) Work with volunteer groups on campus to help complete campus projects
 - 11) Work with contractors when they are on campus making sure at least one maintenance technician is always with them.

2. Responsible for Reporting to Campus Administrator with Christ-Like Submission.

“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV

- A. In a spirit of humility, the Campus Maintenance Technician is responsible to and under the supervision of the Campus Administrator for campus maintenance operations. (Prov. 25:6).
- B. In the absence of the Campus Administrator, the Campus Maintenance Technician is responsible to the Vice President of Program for pertinent information concerning general campus operations, serious incidents and other factors and circumstances that involve safety and well-being of campus staff and residents (Tit. 3:1).
- C. Daily check work related email and phone calls and promptly return calls the same day.
- D. Willingly help carry in any donations that arrive to office and exhibit a spirit of servanthood.

3. Demonstrates Christ-like Interpersonal Skills

“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel” Philippians 1:27, ESV

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children, and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation utilizing the D.I.S.C. profile as a guide for this confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

4. Honor God’s Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *“So then each of us will give an account of himself to God.” Romans 14:12 ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).

- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

5. Additional Responsibilities

“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on campus/in office (Rom. 12:10).
- E. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- F. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- G. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- H. Acts respectfully (by not talking and being attentive) during chapel, staff meetings, and campus training, modeling Christ-like honor to the rest of the staff (Rom. 12:10).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).