

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.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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 part-time non-exempt position. The Campus Maintenance Technician will be required to live near campus in order to share responsibilities 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 Baptist Homes for Children, Oklahoma City Campus

Reports to: The Campus Maintenance Technician reports to the Campus Maintenance Director

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 in the presence of before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. High school diploma or GED required
2. Must have basic knowledge of the following: hand tools, lawn equipment, machinery
3. Maintenance experience is beneficial

Physical Requirements (based on essential responsibilities)

1. Move, push, pull and/or lift objects weighing up to 50 pounds.
2. Use hands and arms for simple grasping, pushing and pulling to sweep, mop, use containers of cleaning solution/chemicals, etc.
3. Perform tasks requiring actions of muscles or groups of muscles to walk, stoop, bend, lift, and to carry objects.
4. Walk and/or stand for prolonged periods of time.
5. Speak clearly and make self-understood in face-to-face interactions.
6. See objects closely to read directions, instructions, chemical warnings, etc.
7. Hear normal sounds and voices with some background noise to receive verbal instructions, answer telephones, communicate with others, etc.
8. Climb ladders, work in warm areas, operate drills, sanders, saws, snow blowers, tractors and other mechanical equipment on a daily basis.

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 OBHC OKC and all areas related to its day-to-day maintenance operations.** *“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) Maintains Oklahoma City campus.
- 2) Regular and routine assessment of exterior of all buildings and grounds and the creation of a work list.
- 3) All building maintenance
 - a. Appliance repair/replacements
 - b. AC bi-annual clean out
 - c. Exterior upkeep, gutters/screens
 - d. Spray buildings for bugs
 - e. Replace lighting as needed in buildings
- 4) Assist (or lead when needed) in campus emergency (water lines, underground lines, etc.)
- 5) Assist in hosting various volunteer groups that serve on campus.

- 6) Help keep campus roads & sidewalks maintained
- 7) Assist with any drainage issues that may occur
- 8) Lawn maintenance as needed (mowing, spraying, fertilizing, seeding)
- 9) Train Family Advisors in cottage maintenance tasks
- 10) Tend to emergencies involving plumbing, HVAC, etc. on campus
- 11) Execute (created/implemented by Campus Maintenance Director) a preventative maintenance plan for all campus units
- 12) Set up for meetings, tours, and campus events
- 13) Maintain the Recreation Building
- 14) Perform regular building inspections as well as lead guests from outside entities (Fire, MAC, etc.) so that they can perform inspections and contribute to building upkeep
- 15) Make repairs as needed

B. Miscellaneous Maintenance Duties:

- 1) Equipment and resource repairs and upkeep
- 2) Organize maintenance bay
- 3) Fence repair

2. **Responsible for Reporting to Campus Maintenance Director 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 Maintenance Director of OBHC OKC. (Prov. 25:6).
- B. In the absence of the Campus Maintenance Director, the Campus Maintenance Technician is responsible to the Executive Director 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. (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. (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 *“Honor the LORD with your wealth” Proverbs 3:9a, ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to 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 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 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 credit cards 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 credit card 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., K) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- H. Acts respectfully (by not talking and being attentive) during 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).

This is a part-time position not to exceed 29 hours per week without authorization.