

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Maintenance - Kirtland		Grade:	(determined by HRM)
CLASSIFICATION	<input checked="" type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer <input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team (s): Visitor and Heritage Services - Kirtland Maintenance Sub-Team		Team Leader (s): Kirtland Site Coordinator	
POSITION SUMMARY: This person serves on the Kirtland Maintenance Team and assists the full time staff with building and grounds maintenance in a way that best utilizes the gifts and talents of the volunteer.			
Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs <input type="checkbox"/> 5+ yrs
Formal Education:	<input checked="" type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs <input type="checkbox"/> 17+ yrs
Qualifications Include: <ol style="list-style-type: none"> 1. Ability to perform physical labor 2. Ability to operate lawn equipment 3. Mechanical ability 4. General maintenance background our experience in a building trade is helpful 5. 6. 7. 8. 9. 10. 11. 12. 			
Key Competencies (list 5-8 of the most important competencies for this position): <ol style="list-style-type: none"> 1. Action Oriented 2. Problem Solving 3. Ability to Work with Others 4. Funcational/Technical Skills 5. Total Quality Mangement 6. 7. 8. 9. 10. 11. 12. 			
Primary Responsibilities Include (list the most important duties and responsibilities): <ol style="list-style-type: none"> 1. As interest, gifts, and talents allow for, assist maintenance staff with mowing 2. As interest, gifts, and talents allow for, assist maintenance staff with carpentry projects 3. As interest, gifts, and talents allow for, assist maintenance staff with painting projects 4. As interest, gifts, and talents allow for, assist maintenance staff with landscaping 5. As interest, gifts, and talents allow for, assist maintenance staff with cleaning 6. As interest, gifts, and telents allow for, assist with general maintenance 7. 8. 9. 10. 11. 			

12.

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments: Compensation includes furnished housing and utilities in return for 24 to 32 hours a week of service.

Prepared By: Lachlan Mackay

Date: May 14, 2007

Reviewed By: Shelley Ruhlman

Date: May 14, 2007

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)