



## **FACILITIES ASSISTANT**

**Classification:** Full-Time, Year-Round, Exempt

**Start Date:** November 2021

**Reports To:** Director of Facilities

North Georgia Camp and Retreat Ministries (NGCRM) joins with the church to make disciples of Jesus Christ and to nurture leadership by creating experiences in Creation and in Christian community that encourage transformation, growth, and renewal for all people. NGCRM is seeking a maintenance team member who will provide maintenance support for the conference camping ministries including: Glisson Camp and Retreat Center site in Dahlonega that serves over 3,000 summer campers and 8,000 retreat guests annually. To learn more about NGCRM, visit [growsomewhere.org](http://growsomewhere.org) and review our Mission and Core Values.

### **Position Summary**

The Facilities Assistant performs semi-skilled work for and with the Facilities team in maintenance and repairs of building components, systems and equipment and ancillary areas.

### **Minimal Qualifications:**

- Adequate maintenance experience to demonstrate an aptitude for mechanical skills and sufficient familiarity with hand tools
- Ability to safely operate a variety of hand tools and power tools
- Knowledge of basic general maintenance routines and preventative repairs
- Commitment to observe and uphold safety procedures
- Ability to clearly comprehend direction provided in English
- Ability to maintain cooperative and pleasant relationships with colleagues
- Electrical experience
- Ability to work independently under general supervision

### **Preferred Qualifications:**

- HVAC experience
- Carpentry experience

### **Essential Functions:**

- Performs routine tasks according to predetermined daily, weekly and monthly schedules and as directed to include but not limited to:
  - Cleaning equipment
  - Assist in the maintenance of equipment
  - Assist with small engine repair
  - Assist in monitoring, maintaining vehicles inspections, and repairs
  - Assists in basic repairs to buildings including: painting, installing/replacing light bulbs, plumbing and basic carpentry
  - Assists with landscaping maintenance

### **Physical Requirements:**

- Frequent walking, including over uneven ground and climbing up and down stairs and ladders
- Ability to sit, stand, walk, climb stairs and ladders
- Bend, lift, twist, kneel, crouch, carry, reach and stoop as needed; sometimes for extended periods
- To lift and carry heavy objects up to 50 pounds (may be added)

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as needed. To apply, please submit your resume and cover letter to: [info@ngcrm.org](mailto:info@ngcrm.org)