

# SAMPLE JOB DESCRIPTION

## Employer: XYZ Church

1. Job Title: Maintenance
2. Education and Experience Required: High school diploma or GED. Two years of prior experience in building and grounds maintenance, preferably in a church or similar setting. Basic carpentry, plumbing, electrical, painting and HVAC knowledge.
3. Work hours: 8:00 AM to 4:30 PM, Monday-Friday.
4. General Description of Job:
  - Helps maintain the grounds and parking lots of the church.
  - Removes snow/ice from walks steps and parking lots. Keeps sand and salt on walks and steps during icy conditions.
  - Paints interior and exterior building surfaces.
  - Performs general electrical maintenance; replaces, repairs, and installs outlets, switches, and lighting fixtures, including changing bulbs, fluorescent ballasts, exit lamps, etc.
  - Performs basic plumbing maintenance on drinking fountains and bathroom fixtures.
  - Assembles, repairs, and maintains office and classroom furnishings, including carts, tables, chalkboards, bulletin boards, etc.
  - Schedules maintenance on furnaces including changing/cleaning of filters, adjustment or replacement of blower belts, greasing of blower bearings.
  - Assembles, repairs, and maintains classroom and office furnishings.
5. Ability and Mechanical understanding of the following machines, tools and other special equipment used to perform job duties: Hand and small power tools, ladders, shovels and snow removal equipment.
6. Vehicles or Moving Equipment Driven as Part of Job: N/A
7. Amount of Each Day Spent: **Standing** 50 % **Walking** 50 % **Sitting** 0 % **Total** 100%
8. Employee Works: **Inside** 70 % **Outside** 30 %

9. Physical Activity Required To Perform Job: This information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

| While performing job, employee required to | How Often |
|--|-----------|
| Twist                                      | F         |
| Stoop/Bend                                 | F         |
| Squat                                      | F         |
| Kneel                                      | S         |
| Crawl                                      | S         |
| Climb Ladders                              | F         |
| Climb Stairs                               | F         |
| Walk on uneven ground                      | F         |

| Physical Activity Required      | Total Hours Performed Daily |             |     |     |     |     |
|---------------------------------|-----------------------------|-------------|-----|-----|-----|-----|
|                                 | Never                       | Less than 1 | 1-2 | 3-4 | 5-6 | 7-8 |
| Lifting under 10 pounds         |                             |             |     | X   |     |     |
| Lifting 10-25 pounds            |                             |             |     | X   |     |     |
| Lifting 25-50 pounds            |                             | X           |     |     |     |     |
| Lifting over 50 pounds          |                             | X           |     |     |     |     |
| Carrying under 10 pounds        |                             |             | X   |     |     |     |
| Carrying 10-25 pounds           |                             |             | X   |     |     |     |
| Carrying 25-50 pounds           |                             |             | X   |     |     |     |
| Carrying over 50 pounds         | X                           |             |     |     |     |     |
| Pushing/Pulling under 10 pounds |                             |             | X   |     |     |     |
| Pushing/Pulling 10-25 pounds    |                             | X           |     |     |     |     |
| Pushing/Pulling 25-50 pounds    |                             | X           |     |     |     |     |
| Pushing/Pulling over 50 pounds  | X                           |             |     |     |     |     |
| Reaching above shoulder height  |                             | X           |     |     |     |     |
| Reaching at shoulder height     |                             | X           |     |     |     |     |
| Reaching below shoulder height  |                             |             | X   |     |     |     |
| Talking                         |                             |             |     |     |     | X   |
| Hearing                         |                             |             |     |     |     | X   |
| Vision                          |                             |             |     |     |     | X   |

10. Working Environment: Outdoors. Tile, concrete, and carpeted floors.

11. Possible Job Modifications:

- May be able to trade some duties with janitor/custodian.
- Some jobs may be able to be temporarily postponed.
- May be able to accommodate part-time hours on a temporary basis.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date