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**Department: Retreat Ministries**

**Reports to:** Maintenance Supervisor, Retreat Ministries

**Overview:** The PT Maintenance Person will support the leadership of the Maintenance Supervisor and the Retreat Ministries Director, maintaining a 150-acre property and 18 buildings.

**Relationships with other departments:**

- Meets on a regular basis with other employees in staff functions and meals.
- Attends weekly Chapel services with all staff.
- Attends daily devotions as required by department
- Participates in staff activities.
- Willingly participates in all required trainings and coachings.

**Duties in Maintenance:**

- Support the Maintenance Supervisor with the care of grounds and buildings.
- Utilize available resources to address and resolve maintenance issues.
- Complete tasks and projects in a timely manner.
- Interact effectively with diverse groups of people and cultures.
- Be available for at least one on-call shift per month.
- Collaborate well with all team members.
- General proficiency with mobile apps and PC software.
- Complete projects and objectives assigned by the Retreat Ministries or Global Director.
- Attend daily and weekly devotions/chapel.
- Other duties as assigned.

**Job Qualifications:**

- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- Has a personal relationship with Christ as Lord and Savior.
- English language fluency.
- Can work well in a team environment, with the ability to work well with supervisors, peers, and subordinates.
- Exercises discretion and discernment in personnel and financial matters.

**Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.

- Some heavy lifting may be required.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.
- May be required to be outdoors for extended period of times in inclement weather.