

**Western Theological Seminary
Job Description**

Job Title Maintenance Support - Students
Department Maintenance
Reports To Superintendent of Building and Grounds
Work Schedule 40 hours per week (8:00 am – 5:00 pm) May through August
Date February 2025

Summary of Responsibilities

In support of the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world,” assist in the maintenance of the seminary’s physical plant and grounds to provide a clean, attractive, safe, hospitable, and functional environment for students, employees, and guests.

General duties and responsibilities (Other duties may be assigned)

- Interior work: room setup, bulb and ballast changing, window washing, apartment cleaning and painting, carpet cleaning, light electrical and plumbing repairs and maintenance, mechanical equipment maintenance, small engine and lawn tool repair and maintenance, general building cleaning and organization.
- Exterior work: landscaping and lawn maintenance, weeding, mowing, trimming, edging, planting, blowing of sidewalks and parking lots, power washing, exterior painting, repair and replacement of exterior signage.

Knowledge and Abilities

- Ability to work independently and cooperatively with others on a team
- Stamina and strength to perform physical labor including but not limited to lifting 50 pounds, carrying and lifting overhead heavy items, carrying, moving, and setting up tables and chairs.
- Self-motivated
- Trustworthy
- Reliable

Qualifications

- High school or college graduate preferred
- Prior experience preferred but not required
- Demonstrable mature Christian faith and commitment to ministry and service