



Job Description

Job Title:

Construction and Facilities Maintenance Assistant

Purpose Statement:

The function and appearance of facilities, including grounds, sleeping, conference, and dining space is created through sound construction practices and maintained through preventative and corrective tasks, resulting in a guest experience that is seamless. This person will serve alongside the Tejas team in fulfilling the Tejas mission of Setting the Stage for Jesus to Transform Lives. This is accomplished by exemplifying our core values: People, Service, and Adventure.

Reports to:

Facilities Director

Responsibilities:

- Assist with construction and renovation
 - Works through completion facilities construction and renovation projects as assigned
 - Assist supervisor with volunteers
 - Assist with ordering materials and supplies
- Assist with corrective and preventative maintenance to facilities, vehicles, and grounds
- Communicate effectively both orally and in writing with vendors and staff
- Assist with Lights of Tejas where needed
- Assist with Grounds Keeping tasks when needed
- Assist Facilities Director with assignments as needed

Work Schedule

40 to 50 hours per week on a varied schedule