



Design/Properties Team Worker

Job Title: Design/Properties Team Worker

Ministerial Designation: Non-Religiously Qualified-non-exempt

Department: Design and Properties Team

Reports To: Design and Properties Manager

Updated: 7/21/2022

Tenacre is looking for a reliable and responsible worker to join the Design/Properties Team. This position encompasses duties from maintaining landscapes, gardens, grounds, woodlands, pool, ponds, and buildings; painting, making repairs, and moving heavy items and mechanical equipment on Tenacre property.

Essential Qualities of Character

To perform the job successfully, an individual should demonstrate the following qualities of character:

- Integrity and Ethics – Do the right thing
- Flexible
- Organized
- Attention to Detail
- Team Player
- Demonstrates a Sense of Immediacy

Technical Competencies

- Demonstrates some ability in carpentry, construction, plumbing, electrical, and HVAC trades
- Exhibits ability to work with hands and to work in mechanically oriented situations following manager's instructions
- Can work with little or no supervision, given proper instructions
- Ability to follow written or oral instructions
- Has the willingness to learn the methods and practices used in various skilled trades
- Capable of performing strenuous work, in varying weather conditions, with no physical restrictions such as lifting, bending, stooping, climbing, and walking

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Agrees to work on scheduled weekends and shows flexibility to Department requests to cover property needs that arise spontaneously
- Responds to and works with the Manager, Overseer, and Coordinator of the Design/Properties Team, to complete work orders with a level of quality consistent with the highest standards

- Works with outside contractors to respond to routine as well as urgent issues building inspections, and repairs
- Actively works outside in all four seasons and weather conditions to maintain the established landscape and gardens by completing daily horticultural tasks
- Communicates clearly and consistently with the Manager, Overseer, and Coordinator about the progress and status of work requests and contractor projects
- Assists with the activities of the Woodland Management Plan for the property
- Skillfully and safely operates power equipment common to the buildings, gardening, and landscaping trades
- Maintains tools, machinery, and shop in good condition and uses all tools carefully and as instructed
- Follows appropriate safety procedures when working with moving mechanical parts, chemicals, electricity, aerosols, ladders, and paints
- Walks or drives Tenacre carts safely around the properties in all weather conditions; will be exposed to various outside weather conditions for prolonged periods of time; works, crawls into confined spaces; climbs ladders to work on roofs; can safely lift to 70 lbs.
- Implements a “mobile office” concept by carrying and utilizing a smartphone
- Oversees and services properties when on-call
- Performs maintenance on the hiking trail, ponds, gardens, streams, and woods of all properties
- Respects current sustainable wetland management practices
- Performs pool maintenance tasks as necessary
- Executes basic office tasks as needed

Qualifications

To perform this job successfully, an individual must be able to perform each essential and additional duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

- Ability to speak and read English
- High school diploma, general education degree (GED), preferred
- Membership in The First Church of Christ, Scientist, preferred
- Knowledge of small and medium equipment operation and maintenance (tractors, mowers, line trimmers, power tools, etc.), preferred

Licenses, Registrations

A state-issued driver’s license