

OPERATIONS ASSISTANT - PLANT



Part -Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing administrative support to the Building Maintenance Manager to include e processing expenses and monitoring budget activities, maintaining building and equipment inventories, procurement of facilities and plant supplies, and personnel administrative support.

DEPARTMENT

Administration

REPORTS TO

Building Maintenance
Manager

DIRECT REPORTS

None

WORK WEEK

Monday – Friday

HOURS PER WEEK

19

FLSA

Non-Exempt

JOB CLASS

Para-Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Performs various administrative duties for the department including copying, faxing, filing, and email correspondence.
2. Assists with conducting vendor research and ensuring procurement of bids for goods and services. Attains necessary approval. Orders all facilities and plant supplies as needed.
3. Provides administrative support for recruitment, selection, and new hire training of new staff. May serve as a panel interviewer as needed.
4. Reviews time and attendance of facilities staff. Enters time adjustments as needed of time. Serves as a liaison between Human Resources Department and Facilities.
5. Processes check requests and purchase orders for Facilities.
6. Assists with audits of utility expenses by campus. May prepare additional reports upon request.
7. Assist with preparations of quarterly and annual appraisals of staff.
8. Maintains record of fire alarm and sprinkler inspection dates for all buildings. Obtains vehicle and trailer registration renewals. Notifies appropriate party when renewal action is required.
9. Assists with preparation of department budget. Tracks expenses and monitors budget. Reconciles discrepancies as needed. Keeps manager up to date.
10. Attends and participates in departmental and staff meetings as needed.
11. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through personal spiritual practices.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Two (2) year of college from an accredited college or university.
2. Two (2) years of general office or administrative experience.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of basic accounting principles and practices.
2. Knowledge of research and data collection.
3. Knowledge of applicable Federal, State, and local laws and regulations.
4. Knowledge of computer office applications and office equipment.
5. Knowledge of English grammar and vocabulary.
6. Ability to learn principles and procedures of personnel administration.
7. Ability to research and compile data and prepare reports.
8. Ability to work independently.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: JUNE 2022