

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 Director of Operations to include process expenses and monitoring budget activities, maintaining building and equipment inventories, procurement of facilities and plant supplies, and personnel administrative support.

DEPARTMENT Administration	PRIMARY DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. Performs various administrative duties including records maintenance, copying, filing and email correspondence.2. Assists with conducting vendor research and ensuring procurement of bids for goods and services. Attains necessary approval and orders all facilities and plant supplies as needed.3. Processes check request and purchase orders for Operations Department.4. Audits utility expenses by campus. May prepare additional reports and analysis upon request.5. Maintains record of fire alarm, sprinkler, fire panel, and fire extinguisher inspections for all buildings. Obtains vehicles/trailer inspections and registration renewal.6. Serves as a liaison between the Human Resources Department and Operations. Provides administrative support for time and schedule management, recruitment, selection and new hire training of facilities and maintenance staff. May serve as a panel interviewer as needed. Assists with preparations of quarterly and annual appraisals of staff.7. Assists with preparation of department budget. Tracks expenses and monitors budget. Reconciles discrepancies as needed while keeping Building Maintenance Manager up to date.8. Attends and participates in departmental, ministry planning, and staff meetings as needed.9. Greets visitors or guests. Answers phone inquiries and e-mails To relieve staff on break or leave as needed.10. Other duties and responsibilities as assigned.
REPORTS TO Director of Operations	
DIRECT REPORTS None	
WORK WEEK Monday – Friday	
HOURS PER WEEK 29	
FLSA Non-Exempt	
JOB CLASS Para-Professional	
MINISTER DESIGNATION No	
DRIVING REQUIRED Yes	

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
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, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within six (6) 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.

REVISED: SEPTEMBER 2024