



Turning Point for God
Job Description – San Diego Headquarters
BUILDING MAINTENANCE HANDYMAN

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

Position Summary:

The Building Maintenance Handyman reports directly to the Warehouse Manager. Performs a variety of skilled duties in the Turning Point International Headquarters building, such as painting, carpentry, minor electrical, cement masonry, dry wall or other recognized trades for the purposes of maintaining and repairing the facility, H.V.A.C. and other mechanical systems a plus.

Essential Functions:

- Assist as directed in the repair and maintenance of all aspects of the property, including plumbing, heating, ventilating, air conditioning, automatic temperature controls, electrical, etc.
- Perform preventative maintenance procedures on a scheduled basis
- Repair doors and door locks; clean windows
- Complete daily, weekly, and monthly checklists on building maintenance procedures and maintain records of scheduled maintenance procedures
- Use computer to receive direction and scheduling through email and to keep current records of maintenance projects
- May recommend purchases and cost saving measures and obtain estimates for supplies, repair parts, and order parts as needed
- Perform weekly safety checks throughout the facility to ensure a safe and clean environment and eliminate all hazards according to OSHA standards
- Respond to emergency maintenance requests as required
- Perform custodial duties as required

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications:

- Must have a valid California Driver's License
- Ability to follow written and verbal instructions
- Ability to communicate, both verbally and in writing
- Ability to work well with co-workers
- Working knowledge of computers and ability to use Outlook and Word

Education:

- High School diploma or GED
- One year of responsible experience in building maintenance and repair

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms; stand; walk; talk or hear; and use hands to finger, handle, feel or operate tools and controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other Requirements:

- Position is non-exempt, part time in Turning Point's international headquarters in Lakeside, CA.
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org