

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for **Maintenance** for the Central Oklahoma Area Command located in Oklahoma City, OK.

Job Summary

Maintains buildings and grounds of Area Command to ensure efficient mechanical operation.

Essential Functions

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

General Maintenance (90%)

Maintains and makes repairs to buildings and equipment. Replaces light bulbs, ballasts, HVAC filters, etc. Follows preventive maintenance schedule for buildings, equipment and vehicles.

Drives various Area Command vehicles for pick-up and delivery of goods for various Salvation Army operational functions.

Assists in setting up meeting rooms; sets up tables and chairs, etc.

Maintains maintenance/storage building in a neat, orderly manner.

Is ready to respond to disaster and security concerns when other supervisory personnel are not available.

Performs work orders as requested by various departments.

Other Responsibilities (10%)

Under limited supervision performs work of routine difficulty related to:

Assisting public in unloading and carrying donations.

Assisting with or performing snow and ice removal on parking lots, sidewalks, etc.

Collecting and disposing of trash in buildings.

Driving Salvation Army vehicle to post office for mail pickup.

Operating grounds keeping equipment including mowers, trimmers, edger's, etc.

Maintaining and repairing Christmas Kettle Stands and signs.

Operating tractor with various implements to include brush hog, box blade, etc.

Perform other duties as assigned or needed.

Materials and Equipment

Hand tools Two wheel and four wheel dollies

Power tools Pallet jacks

Forklift Cleaning equipment

Various Grounds equipment.

Tractor with various implements

Knowledge, Skills and Abilities

Ability to perform general maintenance and repair tasks for buildings and grounds.

Ability to drive various vehicles, including forklift, van, trucks up to five tons and canteen.

Ability to follow instructions.

Ability to work independently.

Ability to complete and maintain Department of Transportation driver certification for vehicles over 10,000 pounds.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

High School diploma or G.E.D

Preferred

At least four years' experience in general maintenance, or at least four years' experience in construction trades. Or completion of technical school course in plumbing, electrical work, welding, HVAC, carpentry or a combination of these skills.

Certifications/Licenses

Valid Oklahoma driver's license with good driving record.

Physical Requirements

Ability to speak, read, and understand the English language.

Ability to meet attendance requirements.

Ability to pass Department of Transportation health screening.

Ability to exert the physical energy required to perform maintenance work.

Ability to perform continuous walking, stooping, standing, and climbing.

Occasional lifting or moving of heavy materials in difficult work positions.

Working Conditions

Work is performed both indoors and outdoors with regular exposure to outdoor temperatures, dirt and dust, oil, fumes, and/or disagreeable sights and odors.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply on Indeed via link: [Salvation Army Jobs, Employment in Oklahoma City, OK | Indeed.com](#)