



Position Description for Maintenance Assistant

FLSA Classification:
FT/exempt

Salary Grade/Level: A15
\$51,800-\$60,900+ based on experience

Position Title: Maintenance Assistant
Reports to: Maintenance Manager
Date Created/Revised: July 2025

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Maintenance Assistant will provide service in support of Phillips Seminary's vision by assistance with planning, organizing and directing the maintenance, repair, and alteration of the seminary building and grounds and the Bedford House building, assisting in planning and developing facilities and any potential new construction and/or renovations; ensuring jobs are completed efficiently and within regulatory guidelines and projected deadlines; and ensuring optimal utilization of personnel and other contractors.

Essential Functions:

- Performs preventative and predictive maintenance on the main Phillips building and grounds
- Performs preventative and predictive maintenance of the Bedford House building
- Conducts routine, non-licensed inspections of facilities
- Ensures fire protection equipment is properly maintained and up to date

- Performs routine maintenance and minor repairs to buildings and grounds; responds to maintenance requests as generated through the HelpDesk system and/or through email
- Manages custodial services and special requests
- Coordinates licensed inspections as required
- Assists in coordinating major maintenance and repairs as required for mechanical systems, HVAC systems, and other mechanical systems
- Advises Maintenance Manager of required major repairs or replacements; helps solicit proper bids from vendors for major repairs, replacements, and renovations
- Ensures the safety and protection of the buildings as it relates to fire codes and building security
- Assists in preparing preventative and predictive maintenance schedules
- Assists Maintenance Manager in the preparation of capital and operating budgets
- Maintains inventory control over equipment and supplies
- Assists in ordering replacement equipment and supplies
- Assists in risk management activities
- Assists in maintaining building maintenance logs and records
- Assists in maintaining building maintenance software systems
- Works independently under broad organizational guidelines to achieve seminary objectives
- Performs miscellaneous job-related duties as assigned

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Proficient knowledge of national and local building codes, regulations, and policies
- Proficient knowledge of building construction and maintenance procedures
- Proficient knowledge of HVAC, electrical, and mechanical systems
- Knowledge of when to contact outside contractors to complete a task or repair
- Knowledge of workplace safety requirements and procedures
- Knowledge of record-keeping systems
- Ability to maintain buildings and facilities in a safe and responsible manner
- Client service and public relations skills
- Teamwork
- Analytical and problem-solving skills
- Decision-making skills
- Effective verbal and listening skills
- Ability to review and compare vendor bids
- Organizational skills
- Ability to work with vendors and coworkers in a positive and respectful manner
- Being flexible and demonstrating sound work ethics

Supervisory Responsibilities:

- No supervisory responsibility currently, but may transition to a role with greater supervisory oversight

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

Physical Demands:

This position may have significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, this position requires approximately 34% sitting, 33% walking, and 33% standing. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

Position Type/Expected Hours:

This position is full-time and requires 40 hours per week. May require occasional evening and weekend hours for special events.

Travel:

Occasional in-town travel required for support of major events and on-site production.

Required Education/Experience:

- High school diploma or GED certificate
- Five or more years of increasingly responsible experience in building maintenance and construction, involving facility planning, maintenance, and operations
- Valid driver's license
- Other job-related certifications or licenses dealing with HVAC, electrical work, and contractor credentials

Preferred education/Experience:

- Some college credit hours preferred

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's

commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

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 position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee:_____ **Date:**_____