

**Job Title:** Repair Technician

**Department:**  ROC

**Reports directly to:** ROC Manager

**FLSA Classification**:  Full Time - Hourly

**Job Summary:**

**Religious Qualifications:** Haven of Rest Ministries reserves the right under the Federal Law to hire individuals who share the Christian Faith and the ministries doctrinal beliefs.

Job qualifications are listed in each specific job description. The following personal requirements, however, are common to all positions at The Haven. We desire our ministry team to lead a careful, exemplary Christian lifestyle that is “above reproach” so that:

* Unbelievers will see, hear and respond positively to our leadership as we direct them toward the grace of Jesus Christ, and
* Believers will be encouraged, strengthened and desirous of emulating the godly character qualities they see in us.

 As a valued employee of the Haven of Rest Ministries, Inc. it is a necessity that he or she:

* Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct.
* Be a member in good standing of a recognized evangelical church.
* Have a genuine concern for the salvation of the souls and the spiritual welfare of Ministries’ clients.
* Agree with the Doctrinal Statement of the Haven of Rest Ministries, Inc.
* Abstain from the use of illegal drugs and the abuse of alcoholic beverages, prescription and non-prescription drugs.
* Have a lifestyle that is free of sexual sin (to include pornographic materials, homosexuality, adultery, premarital sex, and fornication, etc.).
* Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area.
* Have the ability to work in harmony with other Haven of Rest Ministries valued employees.

In areas of Christian liberty, we ask you to exercise discretion with the focus of being a positive, godly role model in our community. Our message is Christ, the cross and what is clear in scripture.

**Job Duties and Responsibilities:**

* Analyze and repair used appliances such as washers, dryers, ranges, and other large appliances.
* Responsible for repairing or replacing defective components on appliances.
* Perform diagnostic tests on broken appliances.
* Responsible for cleaning and refurbishing appliances.
* Conduct test and inspections of products, services, or processes to evaluate quality or performance of appliances.
* Apply touch up paint, clean, and shine appliances.
* Recommend whether or not it’s in the best interest of the haven to spend money on the repair of appliances.
* seek low cost vehicles via avenues such as Craigslist to repair and clean up for resale.
* Analyze and perform minor repairs on Haven of Rest vehicles.
* Inspect, analyze, and make minor repairs to donated and purchased vehicles.
* Clean and get donated vehicles ready to sell.
* Perform other duties as directed.

 **Competencies:**

* Excellent attention to detail and accuracy.
* Outstanding organizational skills.
* Strong critical thinking skills using logic and analysis to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
* Prioritize and complete a variety of tasks in a timely manner.
* Excellent verbal and reading skills.
* Possess a strong commitment to a team environment while working well with others which include treating clients, employees, customers, and volunteers with respect and dignity.

**Skills:**

* Working knowledge of household appliances and vehicles; which include their designs, makes, models, uses, repairs and maintenance.
* Ability to apply understanding of machine systems to determine the cause of operating errors.
* Working knowledge of machine troubleshooting problems and determine a solution.
* Ability to apply understanding of vehicles to determine the cause of vehicle problems.
* Working knowledge of vehicles troubleshooting problems and determine a solution.
* Knowledge of and ability to use hand tools and diagnostic machines as needed.

**Work Environment:**

* The physical environment requires the employee to work in a non-climate controlled warehouse environment; which may include being outdoors.
* Frequently required to wear safety equipment or clothing to prevent exposure to hazardous materials.

**Physical Demands:**

* Ability to be punctual and attend work on a regular and consistent basis.
* The person in this position needs to wear appropriate safety clothing and shoes when needed. This includes safety glasses, lift belts, and steel-toe shoes.
* Must be able to stand 80% of the time.
* Occasionally expected to lift large equipment estimated to be 35+ pounds.

**Minimum Education Requirements:**

* High School degree or GED.
* 2+ years of maintenance experience.