



**ALASKA BIBLE COLLEGE  
FACILITIES AND GROUNDS MAINTENANCE**

**JOB DESCRIPTION**

**Job Summary**

Maintenance personnel are responsible for all the maintenance activities relating to the physical facilities and grounds of the College.

**Organizational Relationship**

All maintenance personnel are accountable to the Buildings and Grounds Supervisor.

**Job Responsibilities** Maintenance personnel are responsible to:

1. Develop preventative maintenance procedures that work to prevent major maintenance problems.
2. Care for maintenance problems in a timely fashion.
3. Recommend and implement upgrades to the physical plant.
4. Be available to respond immediately to emergency maintenance needs.
5. Care for the grounds including landscaping, lawn care and snow removal.
6. Oversee all regular and preventative maintenance on all College owned vehicles.
7. Maintain and care for all ABC equipment, e.g. lawn mower, weed eater, tools, etc.
8. Complete other duties as assigned.