



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Painter, General Maintenance, Windows	Physical Plant	Director of Physical Plant	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964. Regular attendance is both expected and essential to the job.

Scope of Responsibilities: Primarily focus on painting projects and the general maintenance of windows and doors. Work individually or may be assigned from one craft to another to assist in vehicle maintenance, special projects, general maintenance or emergency repairs.

General Responsibilities:

A. Duties:

1. Perform repairs and general maintenance on windows, screens, doors, etc.
2. Perform interior and exterior painting assignments from the point of cost/time estimating to completion.
3. Track time and material expended on each job.
4. Must be able to use all types of common hand and electrical tools and observe safety regulations and procedures in the use of heavy-duty shop machines, overhead hoists, block and tackle, and extension ladders.
5. Act as a backup as needed on projects performed by other craft and maintenance personnel.
6. Perform snow removal.
7. Perform other duties as assigned.

B. Supervision:

1. May supervise student employees including training, planning, assigning and directing work, coaching, addressing complaints, and resolving problems.
2. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

A. Minimum:

1. High school graduate with one to three years of general maintenance experience
2. Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
3. Ability to compute ratio, proportion, and percentage; calculate surfaces, volume, weights, and measures.
4. Ability to use shop math: practical application of fractions, percentages, ratio and proportion, measurement, and practical algebra.

B. Preferred:

1. 3 to 5 years of experience.



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2. Ability to drive lifts, backhoes, snow plows, and mowers.

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 6/25/2026