



Maintenance Administrative Assistant

Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

Job Title: Maintenance Administrative Assistant

Department: Building and Grounds

Reports to: Director of Building and Grounds

Status: Part-time (.5 FTE), Non-Exempt

Date: December 2025

Summary: The Maintenance Administrative Assistant supports the maintenance department by handling administrative tasks that keep operations organized and efficient. This is a safety sensitive position.

Minimum Professional Requirements:

- High school diploma or general education degree (GED)
- Exceptional communication (written and verbal) and interpersonal skills with the ability to work well independently.
- Strong working knowledge of Microsoft Office, in particular Excel, with the ability to format and print various reports and present data in a meaningful way for analysis.
- Ability to meet all clearance requirements: Level 1 fingerprint clearance card, background check, pre-employment physical, drug screen, reference check, verification of absence from the AZ adult protective services registry, and compliance with vaccination requirements.
- Ability to obtain CPR & First Aid certification, and must maintain a good motor vehicle driving record.
- Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential, along with sensitivity to the needs of the Ranchers.

Professional Responsibilities:

- Organize and maintain all property keys and ensure proper data is recorded and retained
- Maintain accurate data for volunteer groups performing tasks on ranch
- Ensure proper documentation for inspections and regulatory compliance.
- Update and maintain vehicle reports for Arizona Department of Transportation
- Maintain filing systems for work orders and equipment records
- Perform general office tasks
- Prepare correspondence, memos, etc.
- Maintain databases for equipment lists, vendor information, and maintenance history.
- Generate reports on maintenance activities, costs, and compliance
- Maintain certifications and training records (e.g., ASE, safety compliance)
- Update Material Safety Data Sheets (MSDS) and maintain safety notices.
- Other duties may be assigned

Physical Demands: The physical demands described here are representative of those that must be met



by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; talk; or hear. The employee is required to sit for long periods of time. The employee may be required to lift and/or move more than 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.