



Job Description and Qualifications

Job Title:	Maintenance Technician
Department:	Facilities & Operations
Classification:	Hourly, Non-Exempt (eligible for overtime)
Position Schedule:	Part-Time (18 hours per week); Three, 6-hour shifts (two weekdays + Friday or Saturday (flexible on days); on-call for maintenance needs/emergencies and occasional weekend events.
Reports To:	Director of Facilities & Operations
Supervises:	None
Last Revised:	July 2020

PURPOSE

Provide basic maintenance and repairs on a 34.17-acre church/campus. Assist and work closely with the Director of Facilities & Operations and Lead Maintenance Technician to ensure the delivery of high-quality, hands-on, hospitality-based Maintenance services.

PRIMARY DUTIES

1. Attend weekly mandatory staff meetings.
2. Based on daily work schedule and work orders, perform maintenance and repairs as needed. Areas of responsibility may include:
 - HVAC maintenance, repair, upgrade & installation
 - Plumbing and electrical systems
 - Carpentry (cabinet, furniture, laminates, misc. repair)
 - Basic remodeling projects (hang sheet rock, mud and tape)
 - Painting – interior or exterior;
 - Roof, rain gutter and drain maintenance;
 - Parking lot and grounds – assist groundskeeper, minor repair as needed
 - Lighting, re-lamping, repair, upgrade & installation
 - Intrusion alarm and Fire alarm systems;
 - Snow removal/ice melt application,
 - Basic vehicle/fleet maintenance;
 - Special projects (including construction, remodeling) as assigned.
 - Utilize work order system to manage daily reactive and proactive maintenance work
 - Assist with implementation of safety standards, testing and appropriate documentation
3. Respond to off-hour emergencies as needed:
 - Meet cell phone accessibility per policy
 - Respond to Inclement Weather emergencies
 - Respond to intrusion & fire alarm calls as needed
 - Assist with the implementation Emergency shelter activations
4. Assist with Special Setups as needed
5. Operate equipment in a safe manner and report or correct safety hazards.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic maintenance and repair skills in the areas of responsibility listed above under “Primary Duties”.
- Ability to work in a physically demanding work environment.
- Ability to lift 50-75 pounds.
- Ability to climb ladder/navigate elevated roofing systems; Elevated platform/Aerial lift certificate desired.
- Ability to multi-task and perform daily tasks without direct supervision.
- Ability to work in a timely and efficient manner under deadlines and stress.
- Ability and willingness to work a variety of shifts and hours to accomplish mission.
- CPR/First Aid Training.
- Ability to communicate effectively with supervisor.

EDUCATION AND EXPERIENCE

- High school diploma or GED required.
- Previous experience working in a similar or related role required.
- Previous experience working with electrical systems desired.

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church’s employee handbook.