

POSITION DESCRIPTION

Title: MAINTENANCE TECHNICIAN

Ministry: Support Services

Level: 2

Incumbent:

Reports To: Director of Support Services

Prepared by: Director of Support Services

Last Revised: January 27, 2021

Approved by: Nathan Boyd

SUMMARY STATEMENT

Provide for a comfortable and well-maintained facility as needed in a safe, competent and effective manner. Accomplish various maintenance tasks for all church membership/staff to insure unhindered execution of all ministries of the church.

DUTIES AND RESPONSIBILITIES

Essential:

1. Responsible for the completion of all maintenance service requests as assigned.
2. Work within expenses and time limits established.
3. Work safely in accordance with all Church, State, and Federal safety standards.
4. Assist HVAC technicians as needed.
5. Assist the Director of Support Services in overseeing outside contractors.
6. Maintain and Repair plumbing and fixtures in operable and proper condition.
7. Respond to and investigate alarms. Troubleshoot false alarms
8. Utilize an automated facility management system to retrieve/schedule work orders and enter completed work orders.
9. Maintain and repair all doors, windows, wall coverings, recreational equipment, lawn maintenance equipment, office furniture and equipment, day school furniture and equipment, etc.
10. Maintain and repair electrical systems
11. Maintain and repair motorized equipment.
12. Maintain and repair access controls components.
13. Oversee the completion of assigned projects.
14. Occasionally lift 50lbs to 100lbs, frequently lift 20lbs to 50lbs

15. Take emergency calls, as assigned, to respond to emergent maintenance issues and alarms.
16. Assist the Director of Support Services with other duties as needed.

Marginal:

1. Assist other departments within Support Services on a case by case basis.
2. Proficient with eSpace software.

POSITION REQUIREMENTS OR STANDARDS

1. 1-3 years' experience in maintenance or related fields.
2. Ability to be a self-starter and work alone.
3. Mechanical aptitude.
4. Knowledge of alarm and building automation systems.
5. Ability to work at heights of up to 80 feet.
6. Extensive Knowledge of maintenance supplies, tools and procedures.
7. Willingness to learn and work in a diverse field.

Calvary's statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

For purposes of Calvary's faith, doctrine, practice, policy, and discipline, please note that our final interpretive authority is the Holy Bible in meaning and application.