

**Title:** Maintenance Technician  
**Reports to:** Facilities Director  
**FLSA Status:** Non-Exempt  
**Approved by:** Michael Davis  
**Approval Date:** 9.9.25



HOUSTON **NW** CHURCH

## **POSITION OVERVIEW**

The Maintenance Technician, in collaboration with Houston Northwest Church (HNW) leadership and staff, is responsible for overseeing and supporting the day-to-day maintenance operations of our campus.

This is a part-time role, approved for 28 hours, Monday through Thursday.

To be successful in this role, the Maintenance Technician will uphold the mission, vision, and values of HNW while also working to maintain our facilities and property to aid in our mission to make Houston more like Heaven by helping Houstonians become more like Jesus.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Troubleshoot and perform general maintenance tasks on HVAC systems, roofing, plumbing, electrical, and other facility systems and equipment
- Responsible for regularly walking the campus to proactively identify maintenance needs to ensure all building systems, equipment, and facilities are inspected, serviced quickly, and operating efficiently
- Operate tractors, drive utility vehicles, and hook up/haul trailers as needed
- Maintain equipment and work areas to ensure safety, cleanliness, and efficiency
- Monitor and report on maintenance needs and prioritize urgent repairs
- Communicate effectively with team members and leadership across departments
- Collaborate with vendors and contractors as needed
- Ability to occasionally answer after-hours calls for maintenance emergencies on Sunday mornings (e.g. HVAC, electrical)

## **REQUIRED QUALIFICATIONS**

- Working knowledge of HVAC systems, roofing, irrigation, painting, electrical, and general building maintenance
- Ability to take initiative and comfortable working independently without constant supervision
- Physically able to perform maintenance tasks, lift heavy items, climb ladders, and operate machinery
- Experience hooking up trailers and operating tractors or utility vehicles
- Previous maintenance experience. Supervisory or lead experience preferred but not required
- Valid driver's license with a clean driving record
- Knowledge of basic safety and compliance standards (OSHA, etc.) preferred

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### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is a nonsmoking environment.

### **COMMENTS**

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.