



APEX BAPTIST CHURCH

Position Job Description

Title: Maintenance Technician

Last Revised: 9/29/2025

Dept.: Operations

Reports to: Maintenance Supervisor

Status: Part-Time / Full-Time Possible

Interaction with Children:

Regular interaction not required

Position Summary:

Provide general maintenance support to the church facility, equipment, grounds, vehicles, and other church property to ensure everything is clean, functional, and ready for daily use.

The Maintenance Technician assists in maintenance and minor repairs involving electrical, plumbing, HVAC, carpentry, and building systems, and works under the guidance of the Maintenance Supervisor and Director of Operations.

Supervisory Responsibilities:

- A mature and growing faith in Christ that serves as a model to those they lead. (1 Corinthians 11:1)
- May organize and oversee the schedules and work of contractors and church volunteer helpers.

Duties/Responsibilities:

- Completes maintenance work orders (WorxHub tickets) assigned by the Maintenance Supervisor.
- Performs regular inspections of facilities to identify maintenance needs and safety issues.
- Assists in the repair and maintenance of building systems, including minor carpentry, plumbing, painting, electrical, lighting, fire/safety/security systems, and mechanical repairs.
- Most work will be performed during normal work hours. Must be willing to respond to after hours building emergencies as well as set-up and tear-down for special events or church activities.
- Assists in managing vendor access and work, under supervisor direction.
- Ensures maintenance and repair work is completed in a timely and safe manner.
- Maintains inventory of supplies and tools.
- Assist supervisor in documenting best practices and other procedures and information relevant to our work. Assist supervisor in identifying and planning for long term maintenance expenses and plans as aging infrastructure within the church is identified.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Basic knowledge of plumbing, electrical, HVAC, and general building maintenance.
- Strong attention to detail, commitment to safety, and problem-solving skills. Able to use printed documentation, computer, and internet resources to search for problem solutions, documentation, parts/materials, etc.
- Ability to follow instructions and complete tasks independently or with minimal supervision. Able to work well with others when tag teaming and brainstorming on issues.

- Ability to identify and communicate when issues are outside of their skill set or comfort zone. Ability and desire to learn from others as well as the ability and desire to share knowledge and train others. Ability to work with supervisor to determine when a problem can be safely and efficiently addressed by staff vs. when an outside professional is needed (balance safety, effort, and cost).
- Willingness to adapt to changing needs and prioritize tasks based on the urgency. Able to maintain focus when juggling multiple tasks.
- Ability to use standard hand and power tools.
- Proficient with Microsoft Office Suite and willing to learn and utilize maintenance software (WorxHub).
- Ability to track expenses and submit expense reports in a timely manner. Also need to be good a steward of the church financial resources.

Education and Experience:

- High school diploma or equivalent preferred.
- Prior experience in building maintenance, repair, or a related field preferred.

Physical Requirements:

- Must be able to traverse the church property and facilities to inspect and perform repairs.
- Must be physically able to perform building repairs and maintenance work.
- Must be able to stand, walk, bend, lift, and climb for prolonged periods.
- Must be able to safely use ladders, scaffolding, and work at heights.
- Must be able to lift up to 50 pounds at a time.
- Must be able to work indoors and outdoors in various weather conditions.