

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Maintenance Technician	Operations / Facilities	Associate Facilities Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	11.2025- cdb/HR

WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

The Maintenance Technician helps create a safe, functional environment where people can encounter Jesus. By maintaining the facilities, they support effective ministry and foster an atmosphere of excellence and hospitality that points others to Christ.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Repair & Maintenance Coordination (W/M, GC, E4):** Conduct or coordinate repairs for all campus locations, including building systems, plumbing, electrical, and equipment.
- **Building & Grounds Upkeep (W/M, GC, E4):** Follow the master plan for regular inspections, cleaning, and maintenance of buildings and grounds to ensure they are ministry-ready.
- **HVAC & Troubleshooting (W/M, GC, E4):** Assist in monitoring HVAC systems, perform basic troubleshooting, and implement repairs to maintain a comfortable environment.
- **Emergency & On-Call Support (W/M, GC):** Serve on a rotational on-call basis for after-hours emergencies related to repairs or security issues.
- **Security & Safety (W/M, GC, E4):** Assist in maintaining building security protocols and safety standards as directed.
- **Vehicle & Equipment Maintenance (W/M, GC):** Assist in maintaining and repairing church vehicles and equipment as needed.
- **Grounds Maintenance & Appearance (W/M, GC, E4):** Help care for the grounds, ensuring landscaping, trash removal, and overall appearance meet church standards.
- **Additional Responsibilities (W/M, GC, E4):** Perform other duties as assigned that support the overall mission of the church.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

- **Experience:** Minimum of two (2) years experience performing custodial and light maintenance duties.
- **Education:** High School Diploma or equivalent.

Knowledge, Skills, and Gifts:

- **Maintenance Skills, Physical Activity, and Responsibilities:** Proven ability to perform hands on duties with attention to detail and consistency. The role involves physical activities such as lifting, pulling, bending, carrying, and pushing as needed to successfully accomplish these tasks.
- **Interpersonal and Relational Skills:** Exhibits a Christ-like attitude in words and actions, demonstrating excellent interpersonal skills and the ability to work harmoniously with a wide variety of people.
- **Organizational Skills:** Strong organizational skills, capable of managing multiple tasks efficiently and effectively.
- **Technical Ability:** Maintenance tools and equipment; willingness to learn new web-based programs for tracking time and related activities. Tech savvy in regards to able to use a work order system from phone or computer.
- **Spiritual Character:** Demonstrates a Christ-centered approach in daily work, reflecting integrity, humility, and a servant-hearted attitude.

EMPLOYEE ACKNOWLEDGEMENT: I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____