

Job Title: Maintenance Technician

Program: Facilities

Reports to: Facilities Director

Effective Date: February 1, 2025

Job Summary:

This position performs preventive maintenance, repairs, modifications, and improvements to the painted and finished surfaces on the interior and exterior of the facilities and furnishings, and performs preventive maintenance, repairs, modifications, and improvements on all facilities and related equipment, grounds, and transportation equipment.

Supervisory Responsibilities:

- Indirect supervision of contractors, vendors, and janitorial staff as requested.

Duties/Responsibilities:

Routine Maintenance

- Operate and maintain all aspects of the physical plant, grounds, and vehicles, following prevention schedules.
- Complete all assigned tasks in a timely manner.
- Respond to requests for plumbing, electrical, HVAC, housekeeping, and other general needs
- Support care of grounds and interior spaces, including preparations for weather events and cleaning up after events have concluded.

Project Support

- Procure materials and supplies as directed.
- Secure and provide necessary equipment and tools needed for project completion, to include ladders, power tools, hand tools, etc.
- Support the project lead in execution of projects by assisting with tasks as directed.
- Ensure tools meet safety standards prior to use.

Logistical and Event Support

- Support procurement for the church campuses including pickup of orders and delivery to locations as directed
- Provide set up and tear down of chairs, tables, and other items for events
- Communicate with contractors and other staff to ensure needs of programs are met
- Respond to maintenance requests to repair and remediate, ensuring good working condition of facilities.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Ability to prioritize tasks
- Ability to function well in a high-paced and at times stressful environment.
- Flexibility and patience to work under pressure with time constraints and interruptions.
- Ability to work without close supervision.
- Broad knowledge and proven expertise in the HVAC, electrical, and plumbing and carpentry trades.
- Basic computer skills with Microsoft Office Suite or related software
- Must be able to work 40 hours per week, Monday through Friday, and Sundays on rotation with other team members.

Education and Experience:

Required Education: High School Diploma or equivalent.

Required Experience: none

Other Required: Valid Texas Driver's license.

Preferred Education: Trade school education

Preferred Experience: Two years' experience in maintenance or related field, contractor's license, or specialized technical skills.

Physical Requirements:

- Prolonged periods of standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

Work Location:

Examples:

Work is performed 100% on-site.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

Signature

Printed Name

Date