

FAITH ASSEMBLY OF GOD

MAINTENANCE TECHNICIAN

REPORTS TO: Director of Facilities

JOB OVERVIEW: The Maintenance Technician handles a number of responsibilities in accordance with the directives of the Office of Facilities to assure the effective operations of the various physical, structural and mechanical components that make up the organization's facilities at each of their respective locations. The Maintenance Technician is a hands-on position, requiring a basic understanding and knowledge of any or all of the following trades: masonry, carpentry, landscaping, roofing, plumbing, electrical, HVAC, and similar trades. Operation and handling of equipment such as power saws, chop saws, grinders, table saws, drills, leaf blowers, snow blowers, etc. is necessary. Knowledge of handling boom lifts, plow trucks, backhoes and similar equipment is a plus.

RESPONSIBILITIES AND DUTIES:

Maintain gates and passageways for clear access for delivery and maintenance vehicles at all sites and in all seasons

Check chiller and/or boiler as necessary and work with outside vendors to maintain smooth operation of physical plant systems

Assist in setups and takedowns of furniture and equipment for facility functions

Assume daily basic responsibilities of the facility custodian in his absence in accordance with the instructions of the Director of Facilities

Organize and maintain storage and shop areas, clean and store tools as necessary before and after use

Check facility vehicles regularly – tires, gas, oil, wipers, etc.

Assist with unloading and dispersing of deliveries to the facilities and with items sent by the organization

Carry out facility related tasks requested by the Lead Pastor and the church administrator as approved by the Director of Facilities

Ability to analyze and deal with repair issues and to utilize clean working habits – use of drop cloths, protective safety equipment, barriers, dust control, debris removal, etc.

QUALIFICATIONS:

Minimum high school diploma, GED or higher

Dependable, consistent work ethic, punctual, confident, professional attitude when interacting with organization stakeholders

3 - 5 years experience in a construction related field, or a previous position working unsupervised doing repairs and maintenance in a large facility

Neat and clean outward appearance, courteous demeanor

Able to think and act quickly in emergency situations