



SPOTSWOOD

BAPTIST CHURCH

FACILITY MANAGEMENT DEPARTMENT

MAINTENANCE TECHNICIAN - JOB DESCRIPTION

Summary:

Under general supervision, performs manual labor and of semi-skilled tasks required to improve, maintain and repair Church buildings, equipment and grounds. Duties include, but are not limited to, general facility and grounds maintenance, electrical, plumbing, mechanical and other duties as assigned.

The primary function of an employee in this class is to perform maintenance and repair duties to ensure that all Church facilities, equipment and infrastructure are maintained in a safe and efficient working condition. An employee in this class will be assigned to other miscellaneous duties. The work is performed under the direct supervision of the Facility Manager. The principal duties of this class are performed in a public/commercial building environment. Employees in this position are regarded as essential personnel and must report to work during inclement weather conditions and report in on-call capacity as required.

This class may also be used for temporary or part-time staffing as determined by the needs of the Church.

Essential Functions:

- Performs a wide variety of skilled and semi-skilled tasks in maintenance and repair of Church facilities to include, but not limited to carpentry, masonry/ concrete, roofing, drywall repair and finishing, painting, SAT ceilings, flooring, plumbing, HVAC, electrical and routine grounds maintenance.
- Oversees when necessary, church volunteers and subcontractors engaged in construction, maintenance, alteration, and repair of Church buildings, facilities, and equipment in one or more building trade areas listed above.
- Ensure all outside elements (i.e.; lawn, irrigation, plants, sidewalks and parking areas) are well maintained.
- Perform manual labor as necessary to include moving furniture, equipment and assisting other church personnel as necessary.
- Assist with set-up and coordination on and off campus events.
- Operate maintenance vehicles and equipment in safe, professional and efficient manner.
- Ensure all equipment and vehicles are maintained in safe operational condition.

- Perform snow and ice removal operations when required.
- Ensure both in-house and contracted scheduled preventive maintenance is performed and complies with the statement of work.
- Order supplies and parts as directed; Assist in stocking, unloading and delivery.
- Assist custodial staff with various cleaning responsibilities as necessary.
- Assist with maintaining security and life safety of Church facilities.
- Maintains Church facilities and buildings in a clean and orderly condition.
- Works in a safe manner and reports unsafe activity and conditions to the immediate supervisor.
- Perform administrative/clerical functions as necessary to include, but not limited to preparing expense reports, payment requests, time-sheets, supply orders and work orders.
- May be required to respond to 24-hour emergency calls to perform building or equipment repairs during off-duty hours.
- Performs other duties as assigned.

Required Skills, Knowledge and Abilities:

- Knowledge of building & trade skills, including but not limited to concrete, masonry, rough and finish carpentry, roof patching, drywall installation and finishing, tile and carpet floor patching, basic plumbing, HVAC and electrical.
- Knowledge of standard practices, materials, tools, equipment, and safety precautions used in various building and maintenance trades.
- Knowledge of building construction methods and materials.
- Knowledge of general lawn care and landscaping activities.
- Knowledge of basic arithmetic functions (add, subtract, multiply and divide).
- Knowledge of Federal (OSHA) regulations and Church policies regarding safe work practices relating to use of power tools, ladders and power lifts, and repair and maintenance materials.
- Knowledge of church policies and procedures; Church rules; regulations and procedures.
- Knowledge of Local/State/Federal codes to perform installation, maintenance and/or repair work which will meet code requirements.
- Knowledge of methods and techniques required in lifting, moving, stacking, storing, and protecting tools, equipment and materials.
- Knowledge of preventive maintenance techniques.
- Ability to read and interpret operation and maintenance instructions, procedure manuals, blueprints, and diagrams.
- Ability to follow written and oral instructions.
- Ability to operate a variety of power equipment and tools.
- Ability to safely operate Church vehicles and/or equipment in all weather conditions.
- Ability to be flexible in responding to changes in schedules and job priorities.
- Ability to perform multiple tasks simultaneously.

- Ability to exercise sound judgement and work with minimal supervision.
- Ability to understand and prioritize work plans to complete assignments with quality work and in a timely manner.
- Ability to acquire additional skills to maintain technical competencies.
- Ability to work well under pressure.
- Ability to maintain detailed records of activities, maintenance tasks and completed work orders.
- Ability to prepare expense reports and payment requests.
- Proficient computer skills to include experience with Microsoft Office Suite Software (Word, Excel, Outlook) and facilities maintenance software.
- Ability to present a professional, positive and helpful attitude at all times as well as maintain effective working relationships when interacting with Church employees, co-workers, Church congregation and the general public. Exhibits an understanding of Human Relations and functions as a “team player”.
- Ability to observe additional maintenance needs requiring attention and report those to the appropriate supervisor.
- Ability to maintain a clean, neat and professional appearance.
- Ability to obtain and maintain CPR/AED/First Aid Certifications

Education, Experience and Training:

- High School diploma or GED equivalency; and
- Three to five years facility maintenance experience; and
- Any combination of training and experience sufficient to successfully perform the essential duties of the job requirements listed above.

Working Conditions:

- **Environmental:** Work is typically performed in an indoor/outdoor setting. The department’s hours of operation are Monday through Friday from 8A until 4P; however, this position will require a flexible schedule to accommodate the needs of the department and the Church which may include evening, weekend and occasional holiday hours. Any employee may be required to stay or return to work or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during an incident and/or emergency. Must be available for regular standby assignments and for emergency overtime as required.
- **Physical Effort:** Light to moderate work, exerting up to 50 pounds of force routinely, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Will be required to bend, crawl, climb and/or kneel to access areas requiring repair or installation. May be required to lift up to 100 pounds occasionally and up to 50 pounds regularly. Must possess strength, stamina and mobility to perform heavy physical work. Will work in various adverse conditions such as tight or enclosed spaces, heights, and

temperature extremes. Will be required to climb ladders, utilize scaffolding, and stand for extended periods of time. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hearing and speech to communicate in person and over the telephone and/or radio.

- **Hazards:** Employee is subject to both inside and outside conditions: activities occur inside and outside in approximately equal amounts. Exposure to inclement weather. Operation of motor vehicles and/or equipment. Safe handling of pesticides and chemicals required.

Special Conditions or Requirements:

- Must sign and adhere to the Church approved guidelines as set forth in the Personnel Policies and Procedures Handbook.
- Must be willing to submit to a criminal background and Motor Vehicles check.
- Must consent to random drug testing consistent with Church's Drug-Free Workplace Policy. (Drug/Tobacco/Alcohol free workplace)
- Must complete Sexual Harassment Training within two (2) weeks of hire.
- Must possess a valid Driver's License and maintain a driving record consistent with insurance industry standards in order to drive a Church vehicle.
- Must possess or be able to acquire CDL Class "B" license with "P" passenger-carrying endorsement within six months of hire. Spotswood will pay/reimburse for all fees to obtain CDL license.
- Six (6) month probationary period with 30, 60, 90 and 180 day written performance reviews. Annual written performance reviews will be conducted after satisfactory completion of the initial six month probationary period.
- At the option of the Church, persons hired into these classes may be required to possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment.

Disclaimer:

This information is of a general nature, and is not intended to be a comprehensive list of all duties. This position is responsible for performing other duties as assigned.

Please submit resumes to HR@spotswood.org no later than Friday, May 11, 2018 by 4P. No late submissions will be considered.

Revised April 2018