

Job Description (DRAFT)

Position Title: Facilities Maintenance Technician

Reports To: Facilities Manager

FLSA Status: Non-Exempt

Position Summary

The Facilities Maintenance Technician is responsible for ensuring the proper operation, maintenance, and repair of the organization's buildings, grounds, equipment, and systems. This role helps maintain a safe, clean, and efficient environment for staff, visitors, and congregation members by performing preventive maintenance, troubleshooting issues, and coordinating with outside vendors when necessary.

Key Responsibilities

- Perform routine inspections and minor maintenance on various building systems
- Assist with troubleshooting, diagnosing, and repairing facility-related issues in a timely and effective manner
- Complete work requests assigned and maintain accurate records of repairs
- Conduct general building maintenance such as painting, carpentry, light construction, light bulb changes and minor equipment repair
- Ensure compliance with safety regulations and organizational policies
- Assist with facility projects, renovations, and installation of new equipment
- Maintain cleanliness and safety of facility grounds, including minor exterior repairs as needed
- Coordinate work performed by contractors and vendors
- Respond promptly to facility-related emergencies during and outside of normal working hours (as needed)
- Room Setups

Qualifications

- High school diploma or equivalent; technical/trade school certificate preferred
- Minimum of 2 years of facilities maintenance, building systems, or related trade experience
- Working knowledge of HVAC, plumbing, electrical, carpentry, and general building maintenance
- Ability to read and interpret technical manuals, blueprints, and diagrams is preferred but not required
- Strong problem-solving and troubleshooting skills
- Knowledge of safety practices and OSHA regulations is preferred but not required
- Ability to work independently and as part of a team
- Excellent communication and organizational skills
- Physical ability to lift up to 50 lbs., climb ladders, and perform tasks requiring standing, bending, and kneeling for extended periods
- Ability to use technology such as iPhone or iPad and associated applications
- Valid driver's license required
- CDL is not required but preferred

Work Environment

- This position requires both indoor and outdoor work in varying weather conditions
- May require evening, weekend, or on-call availability for emergencies
- Faith based setting

Work Hours

- 40 hours per week
- OT paid at 1.5x the standard hourly rate on an as needed and as approved basis
- Flexible weekday hours between 6:00 am and 4:00 pm as scheduled with Facility Manager
- Saturdays – a quantity of 10–12 Saturdays are anticipated to be required throughout the calendar year
- Sundays – 7:00 am to 2:30 pm each week

Compensation

- \$18 - \$25 per hour
 - Final rate to be determined based upon experience and qualifications
- Health, Vision, & Dental Insurance
 - Premiums paid 100% for employee
- Survivor & Disability Benefits
- Retirement Plan (Pension)
- 403B Plan with 1% match
- 2 weeks of paid vacation after one year of employment
- Paid Personal Time
- Standard Paid Holidays
- Cell phone and cell phone service plan
- Further information can be available upon inquiry