



Job Description

Position Title: Facilities Maintenance Technician – Level 1

Reports To: Facilities Manager

FLSA Status: Non-Exempt

Position Summary

St. Paul's Lutheran Church & School is seeking a dependable, service-oriented Facilities Maintenance Technician to support the daily operations of our church and school campus. This position focuses on room and event set-ups, light maintenance, basic repairs, and ensuring that all facilities are clean, safe, welcoming, and ready for ministry, educational, and community activities.

The successful candidate will demonstrate a positive attitude, strong customer service skills, flexibility, and a willingness to serve staff, students, church members, and visitors.

Evening and weekend hours are an expected part of this position due to church services, special events, and school activities.

Key Responsibilities

Room and Event Set-Up

- Set up, arrange, and tear down tables, chairs, staging, audio/visual equipment, and other furnishings for worship services, meetings, classes, special events, and ministry activities
- Ensure rooms are properly arranged and fully prepared according to event specifications
- Reconfigure spaces as needed throughout the day
- Assist with event support during evenings and weekends as required
- Move furniture, equipment, and supplies throughout campus

Light Maintenance and Repairs

- Perform routine light maintenance tasks including:
 - Replacing light bulbs and ceiling tiles
 - Minor painting and touch-up work
 - Basic plumbing repairs (e.g., unclogging drains, replacing faucets, fixing leaks)
 - Basic carpentry repairs
 - Minor drywall repairs and patching
 - Changing HVAC filters
- Conduct routine inspections of buildings and grounds to identify maintenance needs
- Report major maintenance issues requiring specialized contractors or advanced repairs

General Facilities Support

- Maintain a safe, clean, and welcoming environment throughout the campus
- Assist with snow removal, salting, and basic grounds maintenance as needed
- Support custodial staff during peak periods or special events
- Receive, move, and store deliveries and supplies
- Ensure storage areas, maintenance shops, and mechanical rooms remain organized and clean
- Follow all safety procedures and maintain compliance with applicable regulations

Qualifications

- High school diploma or equivalent preferred
- Previous maintenance, custodial, or facilities experience preferred but not required
- Basic knowledge of hand tools and common maintenance practices
- Ability to work independently with minimal supervision
- Ability to interact respectfully with students, staff, parents, church members, and visitors
- Strong customer service and communication skills
- Must be dependable, punctual, and flexible with scheduling
- Must pass any required background screening

Physical Requirements

- Ability to frequently lift, carry, push, and pull up to 50 pounds
- Ability to stand, walk, bend, kneel, climb ladders, and work on feet for extended periods
- Ability to safely operate hand and power tools
- Ability to work indoors and outdoors in varying weather conditions

Work Environment

- This position requires both indoor and outdoor work in varying weather conditions
- Faith based setting

Work Schedule

- This is a full-time position, 40 hours per week
- Regular work hours will vary based on ministry and school activities
- Evening and weekend work is required, including support for worship services, school functions, special events, and seasonal activities
- OT paid at 1.5x the standard hourly rate on an as needed and as approved basis

Compensation

- \$15 - \$20 per hour
 - Final rate to be determined based upon experience and qualifications
- Health, Vision, & Dental Insurance
 - Premiums paid 100% for employees
- 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
- Further information can be available upon inquiry

Our Vision Statement

To be devoted followers of Jesus Christ, passionate about sharing the Gospel in word and deed

Our Mission Statement

Strengthen the saved by equipping students to serve their neighbor and seek the lost