



August 1, 2022

Dear Church Family,

The Personnel Committee was made aware of the need for a part-time maintenance technician for our church facilities. Due to the age of our buildings, there is an ever-increasing demand for repair work. The Committee has created a new part-time position to fill this need. The Finance Committee has approved the funding.

Attached is the job description. The Personnel Committee will be accepting resumes through August 15th. Resumes can be sent to me directly at [dkeith6681@gmail.com](mailto:dkeith6681@gmail.com). If there are any questions, you may also email or call me directly at 919-744-6547.

Darlene Keith

Chairman of the Personnel Committee

Mobile 919.744.6547

**JOB DESCRIPTION**  
*Maintenance Technician (Part Time)*  
**PINEY GROVE BAPTIST CHURCH**

**PRINCIPAL FUNCTION:** The Maintenance Technician performs ongoing facility maintenance and minor repairs on equipment. Duties include fixing machinery, plumbing, heating, and wiring. This person also assists with scheduling major repairs as such issues arise.

**CRITERIA:** Must have general knowledge and skills in a variety of areas related to maintenance and repair. Must be able to work independently, with limited guidance. Must be able to lift, move, push, and pull equipment, supplies, etc. up to around 50 pounds.

**RESPONSIBLE TO:** Minister to Adults and Ministry Administration who will be responsible for tracking the repair work and the hours spent performing the work.

**CONTRACT TERMS:** The hours will not exceed 5 hours per week. The hourly rate is \$35.00 per hour. Most of the repair work will be completed Monday-Friday during evening hours. This is a one (1) year contract. The contract will be reviewed at the end of the one-year term regarding renewal.

**GENERAL RESPONSIBILITIES:** The Maintenance Technician is responsible for keeping the facility operating by repairing any problems as soon as possible. The Maintenance Technician will usually be required to perform a wide range of repair tasks around a facility. Some other tasks a Maintenance Technician may be called upon to do include:

1. Monitors basic facility electrical, mechanical, HVAC, and other non-licensed structural repair or maintenance needs.
2. Performs semi-skilled and skilled preventative maintenance and minor repairs to all mechanical items on entire church property.
3. Take building maintenance/repair requests from Church office or immediate supervisor and leads in repair of all issues. If beyond scope or ability of the technician, then he will lead in contracting vender for repairs.
4. Keep and maintain a repair log and make available to Building and Grounds Committee or supervisor if necessary. Update Building and Grounds Committee on status of repairs and additional repair needs.
5. Replace burned out light bulbs (inside and outside building) as needed and dispose of old bulbs properly.
6. Perform annual HVAC maintenance including replacing all filters and cleaning coils.
7. Maintain both Ice-machines, cleaning every 6 months.
8. Maintain water filtration system for Student Building.
9. Additional tasks as appointed by supervisor.

MAINTENANCE TECHNICIAN