



Maintenance Technician

Job Description

DEPARTMENT: Campus Services
REPORTS TO: Office Manager
LOCATION: La Mirada
FLSA STATUS: Non-Exempt
EMPLOYEE
STATUS: Regular Part Time
WORK HOURS: 25 Hours
SCHEDULE: Flexible Hours
APPROVED BY: Church Administrator

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Summary and Purpose

Under general supervision of the Office Manager and in partnership with the Trustees, perform routine, general maintenance, minor repairs, and troubleshoot facility-related problems. Contact external contractors such as plumbers, heating/air conditioning vendors, etc. and as needed and act as the point of contact.

Key Areas of Responsibilities

Provides custodial and maintenance support for electrical, air conditioning, carpentry, painting, plumbing, and demo.

- Perform inspections; identifying items/projects for needed repairs and adjustments.
- Prioritize repairs and projects with the Office Manager and Church Administrator.
- Maintain production schedules to ensure completion of projects by set deadlines.
- Assist Trustees in projects.
- Complete jobs to maintain or repair buildings, furniture, fixtures and equipment.
- Complete paperwork related to work requests.
- Maintain tools, equipment and personal protective equipment for cleanliness and proper working condition and report all repairs needed.
- Operate common hand/power tools.
- Maintain operating condition of buildings and equipment, and complete simple repairs.
- Remove debris from stairs and walkways.
- Operate equipment associated with grounds maintenance and landscaping activities.
- Comply with all safety regulations.

- Attend scheduled safety training sessions.
- Coordinate with volunteers to achieve maintenance goals as needed.
- Fulfill janitorial and custodial duties as needed.
- Attend weekly staff meetings
- Attend and actively participate in Trustee meetings

Qualifications, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Skills

- Knowledge of basic building maintenance skills.
- Knowledge of building equipment and systems.
- Knowledge of basic grounds keeping skills.
- Knowledge of equipment, tools, and procedures of grounds and building construction and care.
- Working knowledge of work order systems (G-Queues).

Abilities

- Must be physically able to lift, lower, push and pull objects up to 50 lbs. unassisted.
- Ability to use church database, software collaboration tools and Grace's email provider.
- Ability to follow oral or written instructions and directions.
- Must be able to work a rotating on-call shift.

Faith and Membership

Maintain a lifestyle with sound Christian principles and those established by the institution. Participate in the spiritual growth, development, care and support of other employees interacting with this position.

Other Requirements

Education and/or Experience

High school diploma and a minimum of at least 2 years work experience.

Language skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions as well as procedure manuals.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, distance, proportions, percentages, area, circumference, and volume.

Reasoning Ability

Ability to apply common sense understanding to carry out instruction furnished in written, oral or diagram form.

Certificates, Licenses, Registration

Current State of California Drivers License

Working Conditions:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands or fingers, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, climb, or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit. The employee is regularly required to lift and/or move up to 50 pounds and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Church Administrator Approval		
_____	_____	_____
Printed Name	Signature	Date

Employee Acceptance		
_____	_____	_____
Printed Name	Signature	Date