

Position: Maintenance Technician

Classification: Full-Time, Non-exempt

Primary Reporting Relationship: Maintenance Supervisor

Secondary Reporting Relationship: Operations Director

Direct Reports: None

Ministry Area: Church Staff, Operations Team

Interfaces: Staff, volunteers, visitors, and contractors of Bay Area Church, Bay Area Christian School, and the Early Learning Academy at Bay Area Christian School; other stakeholders as identified and appropriate.

Our Vision: To saturate the 4B Area with the gospel by restoring people, families, and churches. *(The 4B Area refers to the geographic area of Southeast Houston from the Beltway to the Beach and the Bay to Brazoria County.)*

Profile: Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

Job Purpose: The Maintenance Technician is responsible for performing a wide variety of both routine and emergency maintenance, repair, and custodial duties to provide a clean, orderly and safe campus environment for the church and school. Maintenance Technicians will perform their duties and responsibilities in support of Bay Area Church's vision to saturate the 4B Area with the gospel by restoring people, families, and churches.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church and Bay Area Christian School Statement of Faith and Standard of Conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Perform duties to maintain the facility and support the achievement of BAC/BACS goals and objectives as directed by the Maintenance Supervisor
- Assist skilled workers with repair and maintenance of campus facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass
- Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs
- Detect and report needed major repairs on building structures and their systems, such as lockers, locks, furniture, and equipment
- Complete repairs as directed on work orders and on the instruction of the Maintenance Supervisor
- Assist with mowing and detailing of campus grounds
- Move, install, assemble, and repair all campus furniture, fences, and playground equipment as needed
- Perform a variety of plumbing maintenance and carpentry functions
- Paint buildings, equipment, etc. as necessary
- Replace ballasts and repair light fixtures

- Perform minor repairs to desks and other furniture and fixtures
- Perform routine and scheduled HVAC maintenance
- Mount and/or assemble equipment as required
- Repair and/or replace defective doors and locks
- Ensure trash on the grounds is collected as necessary
- Perform setups of tables, chairs, etc. for church and school events
- Comply with safety regulations and maintain clean and orderly work areas
- Follow established safety procedures and techniques to perform job duties, including lifting and climbing
- Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the Maintenance Supervisor
- Maintain tools and equipment and perform preventive maintenance as required
- All other duties as assigned to assist the work of the church, Christian School and Preschool
- **Required work hours are non-standard and will include some evenings and weekends**

Required Skills and Abilities:

- High school diploma or equivalent required
- Previous experience as a maintenance technician or other relevant position is preferred
- Technical degree or certificate in HVAC, building maintenance technology, or other relevant field a plus
- Should possess knowledge of general maintenance and repair processes and methods (Technical Capacity)
- Should possess working knowledge and ability to operate a variety of hand and power tools, common appliances, and other devices
- Must demonstrate strong problem solving skills and initiative
- Ability to verbally communicate clearly and effectively
- Ability to maintain emotional control at all times, especially under stressful circumstances
- Ability to follow verbal and written instructions
- Ability to work both independently and in a collaborative team environment

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, balancing, walking, bending, kneeling, stooping, crouching, crawling, pushing, pulling and climbing all day. The employee in this position will be required to use fingers and hands to work including picking, pinching and typing, grasping, feeling, and repetitive motions of the wrists, hands, and or fingers. The employee in this position will frequently lift and/or move items 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.

Environmental Conditions:

While performing the duties of this job, the employee will be exposed to both environmental conditions including extreme cold below 32 degrees, and extreme heat above 100 degrees. The employee will be subject to hazards including proximity to moving mechanical parts, moving vehicles, electrical current, and exposure to fumes or airborne particles.

I have received, reviewed and fully understand the job description for the position of **Maintenance Technician**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Employee Name _____

Date _____

Employee Signature _____

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