

## **Job Description**

**Position:** Summer Maintenance Technician

**Classification:** Seasonal, Non-Exempt (40 hours/week)

**Primary Reporting Relationship:** Maintenance Supervisor

**Secondary Reporting Relationship:** Operations Director

**Direct Reports:** None

**Ministry Area:** Church Staff, Operations Team

**Interfaces:** Church, school, and preschool staff members, church members, visitors, contractors, and 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:** Summer Maintenance Technicians are responsible for assisting the maintenance team with routine and emergency repairs and upkeep of the facilities and grounds.

**Employee Profile:**

- Acceptance of and agreement with the Bay Area Church 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 facilities and support the achievement of BAC/BACS goals and objectives, as directed by the Maintenance Supervisor
- Paint buildings, equipment, etc. as necessary
- Replace ballasts and repair light fixtures
- Perform minor repairs to desks and other furniture and fixtures
- Mount and/or assemble equipment as required
- Repair and/or replace defective doors and locks
- Repair fences and playground equipment
- Ensure trash on the grounds is collected as necessary
- Perform setups of tables, chairs, etc. for church and Christian School
- Comply with safety regulations and maintain clean and orderly work areas
- Other duties as assigned to assist the work of the church, Christian School and Preschool

**Required Skills and Abilities:**

- Must possess strong interpersonal skills in order to effectively communicate with stakeholders
- Must demonstrate strong problem solving skills and initiative
- Prior knowledge of general maintenance processes and methods preferred
- Working knowledge of tools, common appliances, and devices preferred
- 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 **Summer 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 \_\_\_\_\_