



POSITION TITLE: Facility Maintenance Technician
REPORTS TO: Director of Operations
FLSA STATUS: Non-Exempt; Full-Time
DEPARTMENT: Facilities
SALARY RANGE: \$17.00-\$22.00/HOUR

SUMMARY:

The primary function of the Facility Maintenance Technician is to support ministry by maintaining campus facilities, equipment, and grounds in a safe, functional, and attractive condition. This position is ideal for an individual with strong handyman/handywoman skills who enjoys troubleshooting, repairing, improving, and maintaining buildings and equipment. The Facility Maintenance Technician supports campus ministries through preventative maintenance, repair projects, facility support, and event preparation while exemplifying the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught, including but not limited to, unconditional love for all people, industrious, being consistent in prayer.
- Opens and closes facilities based on ministry schedules.
- Set up facilities in preparation for weekend worship services and other approved special events such as weddings, etc.
- Completes daily work orders and room set-ups using eSpace or Spiceworks
- Diagnose, troubleshoot, and repair facility issues involving plumbing, electrical, carpentry, drywall, painting, flooring, doors, locks, furniture, and mechanical systems.
- Perform preventative maintenance on campus facilities and equipment to minimize downtime and costly repairs.
- Install, assemble, repair, and replace fixtures, furnishings, equipment, hardware, shelving, cabinetry, and other facility components.
- Safely operate hand tools, power tools, ladders, lifts, and maintenance equipment.
- Assist with campus improvement projects, renovations, and special construction-related projects.
- Maintain inventory of maintenance supplies, tools, and repair materials. Order parts and supplies as approved.
- Monitor campus facilities and grounds to identify maintenance concerns before they become larger problems.
- Recommend facility improvements and cost-effective solutions to maintenance challenges.
- Set up facilities in preparation for weekend worship services and approved special events including weddings, funerals, conferences, and ministry activities.
- Deliver supplies and maintain inventory of paper products, restroom supplies, and other facility materials.
- Maintain campus appearance through routine cleaning, trash removal, pressure washing, leaf blowing, and emergency cleanup response.
- Fulfill coffee service requests for meetings and events as needed.
- General monitoring of the property to ensure safety, security, and operational readiness.
- Respond with urgency to campus needs related to safety, emergencies, facility operations, and campus appearance.
- Assist staff and ministries as requested.
- Additional duties as assigned by supervisor.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Demonstrates servant leadership, embodies the mission of St. John's Lutheran Church.
- Demonstrates a deep appreciation and understanding of the mission of St. John's Lutheran Church and School, and the ability to articulate its values and vision internally and externally.
- Must have seven-day availability and flexibility to respond to changes in schedule with little or no notice, including weekends and/or nights.
- Change work schedule as needed to meet ministry needs.
- Work overtime as needed.
- Able to communicate clearly in writing, email and verbally in a kind manner. Keep supervisor informed of any issues prior to them becoming a problem.
- Able to work with multiple ministries with competing priorities. Work as an extension of their ministry.
- Able to find quick resolution to problems or escalate to management for assistance.
- Must be able to self-direct daily work to maximize effectiveness and responsiveness.
- Able to handle multiple requests at once and change priorities as needed. Organize daily workload.
- Able to manipulate hand and power tools effectively and safely to complete work.
- Willing and able to learn new methods of providing service. Seeks out new ways to accomplish tasks more effectively.
- Work with little or no direction. Anticipates and resolves problems before they become too large.
- Basic knowledge and skills needed to maintain electrical, plumbing, HVAC, carpentry and mechanical systems.
- Working knowledge of email and use of web-based tools.
- Previous facilities maintenance experience a plus.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, use of hands/arms and talking and hearing.
- Frequently engaged in climbing, stooping, kneeling and crouching.
- Regularly engaged in lifting up to 50 lbs.
- Regularly stands for periods of up to 8 hours.
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: