



To apply for this position, complete the online application on the Brentwood Baptist Church website:
www.brentwoodbaptist.com/employment

JOB DESCRIPTION

Maintenance Technician BRENTWOOD BAPTIST CHURCH

Department: Facilities
Reports to: Maintenance Manager
Job Status: Full Time
FLSA Status: Exempt
Effective Date: Currently Filled
Primary Officing Campus: Brentwood Campus

SUMMARY

The Maintenance Technician is responsible to the church, under the direction of the Associate Facility Manager/Maintenance Manager for all aspects of maintenance and operation of Brentwood Baptist as directed by the Associate Facility Manager/Maintenance Manager. The incumbent plays an active role in supporting the on-site ministries of the church. This person works with all ministries, support teams to maintain excellence in our facilities and buildings.

PRIMARY JOB RESPONSIBILITIES may include but are not limited to the following:

- Aids the Maintenance Manager in the maintenance of all operational and mechanical fixtures and equipment on the Brentwood campus.
- Administers the maintenance of all related systems to include HVAC, mechanical, electrical, plumbing and painting.
- Learn and become accustomed to operating Building Logics systems for HVAC and Access Controls
- Familiar with the computerized building security system and access control system in connection with local police department and/or security providers.
- Aids Associate Facility Manager/Maintenance Manager to ensure compliance with all federal, state and local codes and guidelines and acts as liaison to public utility, environmental, and energy agencies, as required.
- Maintains Door Access Control System, CCTV Stem, Air phone System.
- Maintains key distribution systems and recording as set by Associate Facility Manager
- As directed by the Facilities Maintenance Manager will meet with outside vendors engaged in equipment installation, facilities equipment repair, and preventive maintenance.



OTHER RESPONSIBILITIES may include but are not limited to the following:

- Monitor Facility Request Log to ensure timely response to campus needs.
- Works with Landscaper on maintenance of grounds to include plants, shrubs, grass, trees, and irrigation system as needed.
- Assist with Semi and Annual Fire Marshal Inspections, Fire Sprinkler inspections, Fire Alarm System and other Life & Safety issues in tandem with the Associate Facility Manager/Maintenance Manager.
- Assists the Maintenance Manager in developing and implementing a preventative maintenance plan for physical assets.
- Assist Maintenance Manager to develop and maintain a Facility Maintenance support manual.
- Performs other duties as required.

COMPETENCIES AND TRAITS:

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

Management

- Effective in directing both resources and people (paid or unpaid) towards the accomplishment of goals
- Maximizes personal effectiveness by focusing on “must-dos” tasks and delegating other priorities to others
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes

Leadership

- Develops both vision and strategy that focuses team energy towards results
- Maintains a working environment characterized by high levels of encouragement and trust
- Works with team towards greater innovation and collaboration
- Sets clear expectations and holds vendors accountable for them

Communication

- Clearly conveys priorities and directives to vendors being supervised
- Uses written and verbal communication in a way that accomplishes intended results
- Adheres to commitments, schedules and deadlines
- Regularly shares information with and solicits feedback from staff/volunteers

Pastoring/Shepherding

- Demonstrates Christ-likeness and a commitment to personal spiritual growth
- Leads staff and/or volunteers by serving and not by asserting control
- Utilizes emotional intelligence, is emotionally available to those he/she leads
- Invests in the development of staff or volunteers around him/her

Self-Development



- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the necessary knowledge, attitudes, skills and habits necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- Maintains appropriate gap between the current job description and the employee’s current abilities that allows for future growth

QUALIFICATIONS:

- An intimate and growing personal relationship with Jesus Christ as evidenced by biblical fruit-bearing and daily habits of spending time with Him and His Word is an expectation of all of those who serve on the Brentwood Baptist Church Staff.
- The candidate must align comfortably with the mission, vision, values, goals, and strategies of Brentwood Baptist Church. Being teachable and having a strong commitment to self-development is a value of our church as well.
- Experience and a solid understanding of facility and maintenance practices is needed from both a technical and practical level.

EDUCATION & EXPERIENCE:

- Associate degree (AA.) or equivalent from two-year College or technical school; or Five years related experience and/or training; or equivalent combination of education and experience.

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist “DNA” while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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