



MAINTENANCE TECHNICIAN

Reports to: Office Manager
Status: Part-Time (20 hours)
FLSA: Non-Exempt

Bee Creek UMC is a community where imperfect people experience the perfect love of God, are transformed, and change the world together. Thank you for your interest in joining our family!

Principle Function

The primary responsibility of the Maintenance Technician for Bee Creek United Methodist Church is to ensure the safety, cleanliness and efficient operation of BCUMC's buildings and grounds. This person will need to work cooperatively and proactively with the custodians and the Office Manager to evaluate maintenance priorities, juggle conflicting demands, and make decisions that are in the best interest of the church.

The Maintenance Technician position is generally unsupervised and will require self-motivation, accountability for time and expenses and a large amount of integrity.

Essential Responsibilities

- Monitor and maintain the buildings and grounds with safety as the highest priority. This includes general carpentry, plumbing, electrical, HVAC, lighting, water and fire hydrants, fire suppression systems, golf cart, fire extinguishers, water testing, wells, storage tanks and irrigation systems, sewage and septic systems, regulatory appliance and other mechanical systems.
- Grounds maintenance (grass, trees, shrubs, etc.)
- Assess, schedule and implement solutions for repair based on individual abilities, budget concerns, timing and priorities.
- Investigate pricing and obtain bids for purchases of equipment, repairs and maintenance.
- Assist vendors and contractors hired to provide maintenance, repairs and inspections.
- Maintain records and logs required for maintenance, insurance, safety and code compliance, keeping supervisor and Trustees Committee aware of necessary preventative maintenance and any foreseeable problems.
- Work alongside custodial staff to ensure proper building cleanliness.
- Serve as first line facility emergency contact.
- Attend weekly operations staff meetings (Wednesday)
- Attend monthly All Staff meetings (Monday)
- Participate in bi-annual buildings and grounds clean-up events, organized by the Maintenance Technician
- Assist in large event room setup and breakdown, as well as building unlocking and locking as appropriate.
- Finish all repairs and small projects in a timely manner.

Qualifications / Core Competencies

PERSONAL

4/11/2018



- Demonstrates his/her Christian faith and values
- Be physically able to lift 50 lbs.
- Ability to work in small, cramped spaces, such as attics, etc.
- Ability to spend a significant amount of time on your feet standing, climbing ladders, and other physical activity both indoors and outdoors.
- Demonstrate ability to work cooperatively with others
- Ability to work flexible hours, including on-call for emergencies
- Must be a minimum of 18 years old
- Must have a high school diploma or equivalent, and possess a valid driver's license

PROFESSIONAL

- At least two years of prior experience in all phases of buildings and grounds maintenance.
- Basic knowledge of electrical, plumbing, HVAC, septic and mechanical systems.
- Good communication skills, including the ability to relate professionally and courteously with staff, members, volunteers, vendors and contractors.
- Highly organized with excellent problem solving and prioritization skills.
- Attention to details is a must.

ADMINISTRATIVE

- Maintain confidentiality in all matters.
- Comply with all guidelines set forth, including desired work hours, policies and procedures.
- Possess basic computer skills to include email and calendaring.

All employment offers are subject to drug/substance screening, a criminal background investigation, and a positive reference screening.

For consideration, please send resume along with previous employer references to linnea@beecreekumc.org.