

Kingo Lutheran Church

Maintenance Technician Job Description

General Description

The Maintenance Technician is responsible for general building and property maintenance, supporting the mission and vision of the Kingo worshipping community. It includes maintenance and repair of those mechanical, electrical and plumbing systems that do not require permits or licensed tradespeople. The Maintenance Technician reports directly to the Parish Administrator and indirectly to the Gracious Spaces Team Chairperson. The position is part-time. The work hours are variable and based on seasonal property maintenance needs, averaging 20 hours per month, with possible extra time to handle unplanned/urgent tasks as required. Due to the variable nature of the hours, this position receives no vacation, holiday or authorized absence pay.

Responsibilities

Duties to be performed are detailed in the preventative maintenance list. This list covers regularly-scheduled (weekly, monthly, quarterly, and annually) maintenance activities. Non-scheduled activities are described on the maintenance task tracker that is kept by the Parish Administrator. In addition, the Maintenance Technician will participate in meetings of the Gracious Spaces team, providing information and advice to help the team with managing Kingo's physical assets.

Regular duties include, but are not limited to, the following examples:

Building

- Maintain appearance and integrity of building exterior, including painting wood surfaces, repairing cracked or deteriorating surfaces, clearing entrances of cobwebs and debris.
- Ensure that building systems are maintained and operating according to manufacturer specifications.
- With the Gracious Spaces team, perform biannual inspections of building exterior and interior, and identify any additional tasks that need to be included.
- Complete monthly building walk-through, as described on the maintenance list:
 - Inspect operation of sump pumps and plumbing fixtures on a routine basis. Repair or replace as needed.
 - Inspect operation of heating or air conditioning. Change filters as needed. Inform Parish Administrator of necessary service.
 - Inspect electrical fixtures. Replace lamps and ballasts as needed.
 - Inspect cabinets and doors for proper operation. Repair or adjust as needed.
- Check and refill seasonal supplies such as ice melt.

Grounds

- Keep church grounds, including stairwells, parking lot and sidewalks, clear of trash, debris, and ice buildup.

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- Plant shrubs or small trees and perform other landscape maintenance as directed by Gracious Spaces team.
- Keep sidewalks and entrance areas clear of growth.
- Monitor condition of gutters and downspouts. Clear any build-up of leaves and debris.

General

- Work with Parish Administrator and Gracious Spaces team to develop and maintain the preventive maintenance list.
- Review maintenance task tracker weekly and preventive maintenance list monthly, and complete tasks as noted.
- Clean and organize custodial closet, supply closets, and storage shed as required.
- Coordinate purchase of supplies and materials with Parish Administrator. Submit receipts for reimbursement as necessary for approved purchases.
- Research maintenance issues and make recommendations to Gracious Spaces team as requested.
- Work with Gracious Spaces team to develop long-term repair and/or replacement schedule for capital expenditures.
- Advise Gracious Spaces team during evaluation of contractors' proposals. Provide on-site support for contractors hired for major projects.
- Be available on short notice to deal with urgent or emergency issues.

Skills/Requirements

- Basic knowledge of electrical circuits and fixtures.
- Basic carpentry skills.
- Basic knowledge to repair plumbing fixtures.
- Basic knowledge of building heating and cooling systems and thermostat controls.
- Basic knowledge of building maintenance, including painting, flooring and general upkeep.
- Ability to communicate effectively through written and oral exchanges.