

Maintenance Technician

Position Summary

We are seeking a reliable and skilled Maintenance Technician to support the maintenance, repair, and operation of our buildings, grounds, and equipment. This position helps ensure that facilities remain safe, clean, functional, and welcoming for worship services, community activities, and ministry operations.

The ideal candidate is a hands-on professional with experience in building maintenance, troubleshooting, and repair of facility systems. This role requires a strong commitment to safety, customer service, and stewardship of organizational resources.

Essential Duties and Responsibilities

Facility Maintenance & Repairs

- Perform routine maintenance and repairs on building systems, including HVAC, electrical, plumbing, and mechanical equipment.
- Conduct regular facility inspections and identify maintenance needs.
- Troubleshoot equipment and building system issues and complete corrective repairs.
- Assist with implementing preventive maintenance programs.
- Ensure facilities, equipment, and grounds are maintained in a safe and functional condition.
- Maintain parking lots, walkways, landscaping, and outdoor areas as needed.

Event & Operational Support

- Assist with room setups and teardowns for worship services, meetings, programs, and special events.
- Respond promptly to maintenance requests and facility concerns.
- Support ministry leaders, staff, residents, and visitors by providing excellent customer service.

Safety & Compliance

- Follow all safety procedures and organizational policies.
- Assist in maintaining compliance with local, state, and federal regulations.

- Support inspections of fire safety systems, emergency equipment, and security measures.
- Properly handle, store, and dispose of chemicals and hazardous materials.
- Maintain Safety Data Sheets (SDS) and other required documentation.

Pest Control & Facility Upkeep

- Assist with facility-wide pest control efforts, including inspections and coordination with contracted service providers.
- Monitor facilities for potential hazards and corrective maintenance needs.

Vendor & Contractor Support

- Work with outside contractors and vendors when repairs or specialized services are required.
- Verify completed work meets organizational standards.

Additional Responsibilities

- Participate in emergency response efforts related to facility operations.
- Assist with special projects and facility improvements.
- Participate in an on-call rotation, as well as work occasional evenings and weekends to support facility operations and special events.
- Perform other duties as assigned.

Qualifications

Required

- High school diploma or equivalent.
- Minimum of 3 years of building maintenance, facilities maintenance, or related experience.
- Working knowledge of HVAC, plumbing, electrical, and general building systems.
- Ability to perform routine maintenance and basic repair work independently.
- Strong troubleshooting and problem-solving skills.
- Ability to prioritize multiple tasks and respond effectively to facility needs.

- Valid driver's license.

Preferred

- Technical certification in HVAC, maintenance, electrical, plumbing, or a related trade.
- Boiler License, HVAC Certification, or other skilled trade certifications.
- Experience working in a church, nonprofit, healthcare, educational, or community-focused environment.

Physical Requirements

- Frequently stand, walk, bend, kneel, crouch, climb, and reach.
- Ability to frequently lift, carry, push, and pull up to 50 pounds.
- Ability to work safely on ladders and at elevated heights.
- Ability to operate maintenance tools and equipment.
- Visual and physical ability to inspect facilities and perform maintenance tasks.

Work Environment

- Work is performed both indoors and outdoors.
- Exposure to various weather conditions, maintenance chemicals, cleaning products, and building equipment.
- Occasional exposure to moving mechanical parts, electrical systems, airborne particles, and elevated work areas.
- May require evening, weekend, or occasional on-call availability to support facility operations and special events.