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## **Job Description**

**Position:** Maintenance Technician                      **Primary Reporting Relationship:** Maintenance Supervisor  
**Classification:** Full-Time, Non-Exempt                      **Secondary Reporting Relationship:** Operations Manager  
**Ministry Area:** Maintenance Department as part of Operations  
**Interfaces:** Church, school, and preschool staff members, volunteers, church members, and other stakeholders as identified and appropriate.

**Mission:** To saturate the 4-B Area with the gospel by restoring people, families, and churches.

**Job Purpose:** Technicians are responsible for performing routine and emergency repairs and upkeep of the facilities and grounds.

### **Employee Profile:**

- Acceptance of and agreement with the Bay Area Church and Bay Area Christian School Statement of Faith and Standard of Conduct.
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

### **Major Responsibilities:**

- Perform duties to maintain the facility and support the achievement of BAC/BACS goals and objectives as directed by the Maintenance Supervisor.
- Perform a variety of plumbing maintenance and carpentry functions.
- Performance of routine and scheduled HVAC maintenance.
- Paint buildings, equipment, etc. as necessary.
- Replace ballasts and repair light fixtures.
- Repair or replace lockers and locks.
- Perform minor repairs to desks and other furniture and fixtures.
- Mount and/or assemble equipment as required.
- Repair and/or replace defective doors and locks.
- Repair fences and playground equipment.
- Ensure trash on the grounds is collected as necessary.
- Perform setups of tables, chairs, etc. for church and Christian School.
- Comply with safety regulations and maintain clean and orderly work areas.
- Other duties as assigned to assist the work of the church, Christian School and Preschool.
- Required work hours are non-standard and will include some weekends.

### **Required Skills and Abilities:**

- Should possess knowledge of general maintenance processes and methods. (Technical Capacity)
- Should possess working knowledge of tools, common appliances, and devices.
- Must demonstrate strong problem solving skills and initiative.
- Must possess good verbal communication skills.
- Previous experience as a maintenance technician is preferred.

- High school diploma or equivalent required; certificate in HVAC, building maintenance technology or relevant field a plus.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

I have received, reviewed and fully understand the job description for the position of **Maintenance Technician (Variable Schedule)**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_