

Job Title: Maintenance Technician

Reports To: Director of Facilities and Maintenance

FLSA Classification: Exempt Non-Exempt

Date Drafted: September 2023

Position Collaborates with: Church staff, committees, and councils in the performance of job duties.

Position Summary

The Maintenance Technician would help maintain lights, plumbing, and HVAC systems, and any other issues that may come up in the operation of the church inside or outside of the building to maintain the church property.

Position Responsibilities – Essential

- Perform routine preventive maintenance to ensure that building systems operate efficiently, and the physical condition of the building does not deteriorate. Verify that preventive maintenance is up to date.
- Maintain lights and electrical power outlets in all areas of the buildings and grounds.
- Maintain and repair all plumbing and HVAC systems.
- Repair and/or replace defective equipment.
- Use tools such as hand and power tools and measuring devices.
- Review posted work orders to complete repair work within the church. Ensure that work orders are completed in a timely manner.
- Keep the Facilities organized and clean.
- Assist Facilities Engineer in major repairs or additions to building operation systems.
- Request supplies or equipment needed for maintenance duties.
- Ensure that safety is a top priority.

Position Responsibilities – Non-Essential/Other

- Perform other duties as assigned.

Essential Skills and Experience

- High School diploma or equivalent.
- Previous maintenance experience.
- Must have good working knowledge of electrical multimeter.
- Good communication skills.
- Basic computer skills.
- Professional demeanor, team oriented, positive and engaging attitude.
- Highly self-motivated and self-directed with strong problem-solving skills.
- Strong organizational skills (record keeping, time management, follow up, etc.)
- Excellent attention to detail and sense of urgency, with an emphasis on quality and accuracy of work.
- Experience working in a team-oriented, collaborative environment.
- Strong ethical standards; ability to create trust and integrity with co-workers and community.
- Ability to properly use safety equipment, power tools and equipment.
- Must be able to climb and work from ladders, work in attic and crawl spaces.
- Regular and sustained attendance.

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.



Beneficial Skills and Experience

Mental & Physical Demands – ADA Guidelines

Physical Demands

Stand	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

Lifting Requirements

10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Pushing and Pulling Requirements

12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Definitions

N/A	Not Applicable	Activity is not applicable to this occupation
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Statement of Faith

Buncombe Street Methodist Church is committed to the goal "To be and to make disciples of Christ." All employees should be individually committed to this goal and should keep this in mind in every interaction at the workplace. While every employee will not serve as a minister in the formal sense, every Christian is a minister for Christ and is encouraged to possess a heart for ministering to others in the areas of his or her talents.

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The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

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