**Job Title - Maintenance and Janitorial Technician**

Reports to: Facilities Manager

Status: Hourly Non-Exempt

Department: Facilities

Hours: Full-Time

**Summary**

The primary function of the Maintenance & Janitorial Technician is to support the ministry by performing general maintenance and repairs for assigned equipment and facilities including basic plumbing, electrical, carpentry and other general repairperson skills. This position set-up for events and functions on the property. This position would manage a Housekeeping team and provide disinfecting and clean-up duties as needed during the day.

**Expectations and Duties:**

* Opens facility Monday – Friday
* Sets up facilities in preparation for weekend worship services and other approved special events.
* Completes daily work orders and requests.
* Basic knowledge and skills needed to maintain electrical, plumbing, HVAC, carpentry and mechanical systems.
* Performs general repairs that do not require a specialized technician.
* Troubleshoots issues to determine necessary repairs.
* Order parts and supplies as needed and keeps work area clean and organized.
* Delivers supplies and takes inventory (i.e. paper products, restroom and breakroom supplies, etc.) as requested.
* Clean and disinfect at prescribed intervals throughout the day.
* Supervises Housekeeping / Janitorial workers and creates schedules and check lists for them to use.
* Leaf blow and wash outside areas regularly. Includes power washing as needed.
* Respond to emergency clean up requests.
* General monitoring of the property to ensure safety and security.
* Assist staff and ministries as requested.
* Additional duties as assigned by supervisor.
* Work occasional over-time and / or weekends.
* Able to communicate clearly verbally, in writing in a kind manner.
* Must be able to self-direct daily work to maximize effectiveness and responsiveness. Organize daily workload and prioritize as needed.
* Able to manipulate hand and power tools effectively and safely to complete work.
* Willing and able to learn new methods of providing service. Seeks out new ways to accomplish tasks more effectively.
* Communicate with supervisor or leadership when outside or when additional help is needed.
* Works to anticipate and resolve problems before they become too large.
* Creates and maintains regular schedules for work on campus and log when completed.
* Working knowledge of email and use of web-based tools. Excel spreadsheet knowledge a plus.
* Previous maintenance or repairperson experience preferred.

**Physical Demands / Work Environment**

* Frequently engaged in standing, walking, sitting, use of hands/arms, talking, and hearing.
* Frequently engaged in climbing, stooping, kneeling and crouching.
* Regularly engaged in lifting up to 50 lbs.
* Regularly stands or walks for periods up to 8 hours / day.
* Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.
* Job requires climbing ladders and maneuvering is cramped places.

This position is a full-time position. It includes medical, dental, and vision coverage up to 100% for the employee only. Spouse or dependents can be addition for an additional fee by the employee.

We offer a retirement pension,that would be vested after 5 years of employment.

A 403(b) retirement in also available.

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