

# BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



## Maintenance Technician

Responsible to: Facilities Manager

### *General Job Description*

Serve as a maintenance staff member that performs minor repairs, interfaces with contractors, and ensures the campus is kept in a manner that glorifies God

### *Skills and Qualifications*

- Must be or become a member of Berean Baptist Church or a church of like faith
- Must have a strong desire to work in a Baptist church
- Must be in complete agreement with the church covenant and articles of faith
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have an ability and desire to notice issues and act to resolve them
- Must possess common sense and ability to work through problems
- Must have high personal motivation, self-management, and detail-orientation
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills
- Must have the ability to learn and develop new skills and adapt
- Must be able to meet deadlines and progress without direct supervision
- Must possess general knowledge and working ability in wood working (able to build shelves, coat racks, etc.) electrical, plumbing, building, carpet installation and HVAC.
- Must have experience in painting
- Must be able to stand on feet during an 8-hour working day. This does not include scheduled breaks.
- Must be able to lift a minimum of 75-pound objects
- Must be able to carry a minimum of 50 pounds a distance of up to 400 yards
- Must be able to raise arms over head for a minimum of 15 minutes at a time without difficulty
- Must be willing to be on campus during BBC service, BBA events and special events as requested

### *Responsibilities*

- Use the MaintainX app to create, track time and show completion of work orders
- Examine buildings and grounds weekly for cleanliness and maintenance needs
- Repair minor plumbing, electrical, roof leaks, HVAC, wood and vinyl trim, soffit, etc.
- Systematically paint through the buildings
- Replace ceiling tiles as needed
- Change light bulbs and light fixtures as needed
- Make drywall repairs as needed
- Periodically build a non-supporting wall or tear a wall out
- Set up, tear down and/or clean up rooms for events
- Periodically mop, buff, and wax tile floors

## Maintenance Technician Job Description (cont.)

- Design and build small projects as needed to promote the ministry of the church, academy or church offices
- Assist with grounds maintenance to include tree and shrub planting and/or removal
- Sweep and maintain exterior walkways as needed
- Perform minor repairs to exterior walkways and parking lot as needed
- Support contractors hired to do building or maintenance projects