



POSITION DESCRIPTION MAINTENANCE TECHNICIAN

<p>Approved: 10 February 2022 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A</p>	<p>WSFC Employment Category: Regular, Full-Time – 40 hours/week; or Part-Time, 20 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator</p>
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SUMMARY

The Maintenance Technician furthers the West Shore Free Church (WSFC) mission by performing institutional maintenance and groundskeeping supporting overall campus operations and the related plant, property & equipment. This is a service and stewardship ministry, supporting all WSFC ministries and events held at the church campus by providing a high level of facility care.

QUALIFICATIONS

Ministry Specific

- Broad general skills and experience in institutional maintenance (primary) and landscaping (secondary)
- In-depth skill in one or more areas is preferred
- Prior experience in construction/maintenance trades is preferred
- Experience using and maintaining relevant tools, products and methods that support full lifecycle facilities and grounds readiness and orderliness
- Broad experience with operating, maintaining and repairing plumbing, electrical, HVAC, automotive, fire suppression, alarm systems, structural features, lighting, hardware, flooring, finishes, etc.
- Capable of operating relevant hand and power tools, powered equipment, custodial equipment/machinery, and possess or be capable of obtaining both a Class B Driver’s License with air brake certification and forklift certification
- Task-driven achiever with an eye for detail and comfortable with accurately and timely following task lists and operational procedure sheets and event set-up plans
- Good at working both individually and as part of work teams
- Natural multi-tasker, service oriented, and takes initiative
- Requires basic familiarity with Microsoft office products and basic personal computer use to access church HVAC, security & scheduling systems.

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible (vital) and growing personal faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



RESPONSIBILITIES

The Maintenance Technician serves West Shore Free Church in two primary areas, with other additional responsibilities as listed.

Maintenance:

- Perform physically demanding operations such as lifting, carrying, climbing, and working at heights.
- Understand and execute all aspects of building maintenance, either independently or with contracted experts (work with/supervise, as needed). Conduct/supervise preventative maintenance and repair of all building systems including plumbing, electrical, HVAC, fire suppression, alarm systems, structural features, lighting, hardware, flooring, finishes, etc. Detailed maintenance of some of these areas are contracted out.
- Oversee the maintenance and repair of fleet vehicles and equipment. We only perform basic automotive repairs in-house.
- Be available for scheduled “on-call” maintenance activities and for emergency repairs or attention to breakage during non-working hours which are shared with Campus Operations Director (COD) and other maintenance staff.
- Maintain inventories of replacement parts and spares for building and equipment maintenance including parts identification and ordering.
- Be ready to work with custodial staff, other staff members, church attendees, volunteers and others during special projects or events throughout the year and capably lead small teams.

Groundskeeping:

- Operate light machinery to perform groundskeeping duties such as tractor, gator, zero-turn mowers, forklift, pick-up truck, trailer towing, etc.
- Perform general groundskeeping duties including weeding, mulching, planting, spraying, pruning, watering, walking path repair and preventative maintenance. Knowledge of landscaping and caretaking of trees, shrubs and flowers during the growing season desired.
- Maintain/oversee the maintenance and repair of relevant equipment and power tools.
- Work cooperatively with volunteers/teams and help oversee their activities: mowing, landscaping areas, sports fields, special events, and campus workdays.
- Maintain inventories of tools, supplies, parts and equipment for groundskeeping activities.
- Help train volunteers in the use of equipment, zero-turn and push mowers, weed whackers, etc. and oversee their use on campus.

Additionally:

- Be available and able to work with the staff and snow removal contractor to perform snow removal operations and inclement weather preparations.
- Maintain inventories and maintenance records and perform general warehousing operations in the storage building including organizing, operating forklift, item retrieval and storage and general cleaning.
- Comply with and maintain Material Data Sheets for all relevant products.
- Perform all user level maintenance in accordance with equipment procedures for all relevant maintenance and groundskeeping equipment.



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- Assist in special event facility set-up and tear-down per instructions (includes moving and setting-up furnishings, e.g., tables, chairs and other items).
- Follow security guidelines & procedures to maintain a secure church campus; opening/closing the facility, locking/unlocking interior and exterior doors, setting the alarm system; assisting with evacuations and emergencies; and monitoring the facility for unsafe conditions.
- Meet facility users and provide orientation, as needed; assist guests with directions and answering their questions – in effect, representing our church well to all who use our facility.
- Execute such other duties as may be assigned from time to time.
- While on duty, respond to calls in a timely manner.

REPORTING RELATIONSHIPS

The Maintenance Technician serves under the general authority of the WSFC Elder Board and reports to the Campus Operations Director. The position also works collaboratively with staff, volunteers, and contractors, to meet WSFC ministry and operational objectives.

WORKING ENVIRONMENT

Moderate physical activity that is occasionally strenuous, both indoors and outdoors (capable of lifting 60 lbs. regularly). Activities include physical plant equipment operation, power equipment, motor vehicles, power and hand tools, custodial equipment and supplies, landscaping equipment and products, occasionally working at heights and occasional exposure to dust and noise. Workdays and work hours will vary to meet ministry needs. Work is generally expected to be accomplished on-site.