



JOB TITLE: Events and Maintenance Technician
MINISTRY: FACILITIES
SUPERVISOR: Facility Maintenance Manager
FLSA STATUS: Full-time / Hourly/ Non-Exempt
WORK HOURS: Weekday, holiday, weekend, and evening shifts as scheduled

POSITION SUMMARY: The Events and Maintenance Technician is responsible for organizing and executing all First Presbyterian Church and Oak Hill School event setup and breakdown. The Technician ensures custodial and supply vendors deliver services and products as contracted; performs general maintenance of the facility including buildings, grounds and some equipment; and performs a wide variety of semi-skilled maintenance work as driven by day-to-day needs. The Technician also assists and supports other Operations staff with completion of their assigned tasks including on-call rotation for emergency responses, events and Sunday church services.

DUTIES/RESPONSIBILITIES

- Work with church and school Directors of Operations (DOOs) and other ministry staff to assist with planning and executing regular and special ministry events
- Ensure meeting spaces and other designated rooms are properly arranged as scheduled/requested
- Assist in all event setups and breakdowns
- Help coordinate Operations staff presence during events and meetings
- Ensure a clean, safe and welcoming environment for members, employees and visitors, with regular monitoring of buildings and grounds for appearance and cleanliness
- Performs general, routine custodial duties to include dusting, mopping, vacuuming, cleaning restrooms and restocking paper and soap supplies
- Performs routine maintenance to custodial equipment
- Empties trash receptacles and bags trash for proper disposal into dumpsters
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- Assists in on-the-job training of new staff on routine procedures
- Performs cleaning functions specific to or based on seasonal/project requirements
- Based on inspections, document recommendations for improvements, note deficiencies and ensure corrective action is taken
- Liaise with custodial vendor to ensure high quality services are delivered as contracted
- Manage custodial supplies and inventories ensuring that required items are timely ordered, delivered, stocked and available for use. Assist with procurement of PPE-related items, as needed
- Respond to assigned repair/maintenance work orders during the workday, giving priority to any emergency calls
- Submit daily reports of repair/maintenance assignments that cannot be completed during the workday
- Complete regularly scheduled preventative maintenance assignments
- Perform general clean-up of the overall grounds as necessary
- Snow/ice removal from walks and campus roads, as weather requires
- Operate mechanical equipment such as floor cleaners/waxers, carpet cleaners, snow blowers, Gators, and landscaping equipment
- Attend all work-related training and assigned meetings
- Rotate on call for emergencies, Sunday services, and all special events as scheduled
- Special projects as assigned by DOOs and Facility Maintenance Manager
- Other related duties as assigned

KNOWLEDGE/SKILLS

- An active, growing relationship with Jesus Christ, functional knowledge of scripture, familiarity with the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about a comfortable advancement of the Gospel in relationship with colleagues and others, required.

- Exhibit an enthusiastic, can-do attitude along with excellent customer service skills
- Team player, willingness to take direction from others and have strong communication skills
- Self-directed, ability to multitask
- Critical-thinking and problem-solving skills along with attention to detail
- Familiarity with following facility procedures and adhering to building codes
- General working knowledge of plumbing, electrical, carpentry and sheetrock
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

POSITION QUALIFICATIONS

EDUCATION: High school or equivalent

EXPERIENCE:

- Five years maintenance experience, required
- Event setup/execution experience, preferred
- Valid Driver's License and acceptable MVR, required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required be on one’s feet for extended periods of time; is frequently required to walk, bend, stoop, kneel, crouch, extend one’s body and lift/carry a minimum of 50 pounds; use hands to operate tools and equipment; talk and hear when interfacing with staff and others in person or on the phone. The employee is required to climb and work from ladders (step and extension), scaffolding and electrical lifts. Vision within normal ranges is required to read documents, file paperwork, to use the computer and complete other assigned tasks.

While performing the duties of this job, the employee works both indoors and outdoors on a year-round basis including inclement weather conditions such as extreme high/low temperatures, snow, and rain. The employee may experience loud noises when operating tools or equipment required to complete assigned tasks. Exposure to chemicals used in products at the workplace (paint, degreaser, gasoline, cleaning products, floor wax stripper, etc.) is a factor. The daily schedule is subject to frequent interruptions from other staff, which may affect one’s ability to focus on assigned tasks.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____ Date: _____
[Employee Name]