

Maintenance Technician
FLSA Status: Non-Exempt
Reports to Maintenance Director
Grade I (\$9.90-\$14.30 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The Maintenance Technician performs the cleaning and preventative maintenance necessary to keep NewSpring Church in a clean and orderly condition. This role includes maintenance work for both outside and inside facilities.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Heavy cleaning of tiled and carpet floors as needed or on a regular scheduled basis using the industrial equipment as instructed. (app. 20%)
- Performs routine maintenance activities, including, but not limited to, plumbing fixture repair, maintenance on cleaning equipment, door repair, and light bulb replacement. Notifies the Maintenance Director concerning the need for major repairs or additions needed to building operating systems. (app. 15%)
- Performs general upkeep, cleaning and maintenance of the exterior property including picking up trash, power washing sidewalks and patios, cleaning building exteriors, landscaping projects, window cleaning, changing lights, and trimming bushes. (app. 15%)
- Sprays disinfectant in rooms, on play equipment and specific toys as needed. (app. 15%)
- Moves heavy furniture, equipment, and supplies, either manually or by using hand trucks. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for weekly activities or other major events. (app. 15%)
- Performs general cleaning and up-keep of the campus buildings including dusting, sweeping, mopping, scrubbing, vacuuming, cleaning and polishing furniture and fixtures, and removal of all trash from waste receptacles or trash bins and discarding in commercial trash containers on site. Wash, dry, fold, and put away janitorial cleaning mops and cloths. Cleans the windows, glass partitions, and mirrors using the preferred cleaning supplies and method as instructed. (app. 10%)
- Removes snow from sidewalks and parking areas using snow shovels, and spreads snow melting chemicals. (app. 5%)
- Monitors building security and safety by performing such tasks as locking doors after operating hours or setting alarm. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.
- Certified forklift and aerial lift operator preferred

EXPERIENCE

- A minimum of one year of experience in a related field.

REQUIRED SKILLS

- Capable of understanding instructions both written and oral methods.
- An understanding of cleaning chemicals and how they work when mixed together.
- Knowledge of the hazmat procedures in case of accident.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Ascending and descending stairs, ladders, steps, and/or ramps.
- Constantly remain in a standing position for prolonged periods.
- Frequently operate industrial equipment.
- Ability to use depth perception to judge distances.
- Occasionally view and operate technological devices, including but not limited to computers, phones, and printers.
- Frequently move heavy objects across campus for various needs.
- Communicate verbally with others to exchange information.
- Occasionally work in outdoor weather conditions.
- Frequently move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Occasionally work at elevated distances from the ground using scaffolding or other aerial lifting commercial equipment.
- Frequently work with exposure to caustic chemical cleaning agents.
- Frequently grasp and grip various tools.
- Frequently lift, carry, and move up to 75 pounds.

WORKING CONDITIONS

- This position works both indoors and outdoors.