

Maintenance Technician - Full job description

Position: Full-time, hourly, non-exempt

Reports to: Director of Information Technology and Facilities

Pay: Starting at \$19/hour

Position Description and Responsibilities:

The Maintenance Technician is responsible for the daily maintenance, repair, and overall physical upkeep of the facility, both interior and exterior. Serves as a lead for maintenance operations by coordinating tasks, supporting staff and volunteers, and ensuring the facility is safe, functional, and prepared for all church services, events, and activities

- Perform preventive maintenance on mechanical systems and building equipment*
- Diagnose and repair minor issues related to electrical, plumbing, structural, and general facility systems*
- Assist in learning and troubleshooting heating and air (HVAC) systems*
- Complete routine building maintenance and inspections*
- Coordinate, prioritize, and execute daily maintenance tasks and projects*
- Support and provide guidance to maintenance staff and/or volunteers as needed*
- Work with church staff to ensure timely setup and tear-down of classrooms, services, and special events*
- Ensure all spaces are prepared and maintained to support church activities*
- Identify maintenance needs and implement improvements for efficiency and facility operations*
- Maintain tools, equipment, and work areas in a safe and organized manner*
- Follow all safety procedures and identify potential hazards*

Qualifications:

- *High school diploma or equivalent required; technical or vocational training in facility systems preferred*
- *Working knowledge of construction methods, materials, and general building systems*
- *Experience with maintenance trades, including electrical, plumbing, mechanical, boiler maintenance, and general repair*
- *Knowledge of painting, drywall, and plaster techniques*
- *Familiarity with safe setup and use of scaffolding preferred*
- *Comfortable working at heights and in tight spaces*
- *Willingness to learn facility heating and air (HVAC) systems and assist with troubleshooting*
- *Ability to safely operate hand and power tools*
- *Strong troubleshooting and problem-solving skills*
- *Ability to read and interpret written and verbal instructions*
- *Basic computer skills for communication and work tracking*
- *Demonstrates professionalism and respect in all interactions with staff, vendors, and visitors*
- *Ability to prioritize tasks and coordinate multiple projects effectively*
- *Physically capable of lifting up to 45 pounds overhead*

Working Schedule:

- *Monday-Friday, 8:00 a.m. - 4:00 p.m.*
- *Every other Sunday (7:30 a.m. - 1:00 p.m.)*
- *Weekly hours not to exceed 40 hours except in emergency situations*
- *Other evening and weekend work may be required depending on church programming*

Application:

To apply for this position please email resume and cover letter to employment@munsey.org.

