

# MAINTENANCE TECHNICIAN

## Full-Time



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for ensuring that all preventative maintenance and/or repair measures are taken to keep the church and church systems in working order.

### DEPARTMENT

Operations

### REPORTS TO

Building Maintenance  
Manager

### DIRECT REPORTS

None

### WORK WEEK

Tuesday - Saturday

### HOURS PER WEEK

40

### FLSA

Non-Exempt

### JOB CLASS

Service Workers

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

Yes

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Inspects buildings and other structures to determine functional systems and detects malfunctions and needed repair(s). Submits major repairs for recommendation.
2. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
3. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
4. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
5. Reconfigures, installs, positions, and re-mounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space.
6. Provides emergency and/or unscheduled repairs as needed.
7. Establishes and practices and overall preventative maintenance program.
8. Complies with safety regulations and maintain clean and orderly work environment.
9. Orders parts and submits receipts for processing. Files electronic manuals and warranties as needed.
10. Other duties and responsibilities as assigned.

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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

### MINIMUM QUALIFICATIONS

1. High School Diploma or General Education Development (GED).
2. Two (2) years of building maintenance and repair experience or construction.
3. Electrical Maintenance Technician License is required. Must be obtained within ninety (90) days of employment.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

### KNOWLEDGE AND ABILITIES

1. Knowledge of procedures and safety measures associated with industry and OSHA standards.
2. Knowledge and skill set in painting, tile, plumbing, HVAC/Chilled water systems, carpentry, and appliance and electrical repairs.
3. Knowledge of general work order systems and computer skills.
4. Knowledge of English grammar and vocabulary.
5. Ability to work independently with limited supervision.
6. Ability to identify, troubleshoot and resolve maintenance defects and concerns to prescribed standards.
7. Ability to follow written instructions and complete documentation associated with unit maintenance.
8. Ability to read blueprints.
9. Ability to manage contractors and/or subcontractors as needed for major repairs.
10. Ability to create an effective preventative maintenance program.
11. Ability to operate simple machine and hand tools such as screw drivers, wrenches, pliers, battery drills, power saws, grinders, dollies, and hand trucks, etc.
12. Ability to communicate clearly and effectively through both verbal and written means.
13. Ability to establish and maintain effective working relationships with ministry staff and volunteers.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Must be able to assist with pushing/pulling large awkward objects. Must be able to stand for 6-8 hours daily. Must be capable of standing, kneeling, squatting, bending and sitting repeatedly. Must be able to lift up to 30 lbs. Must have good vision, good manual dexterity, able to access confined spaces and stand on or climb ladders, stepstools and climb stairs. Must be willing to work flexible hours, including evening, weekend and holidays to support the church operations.

**REVISED:** September 2020