



# JOB DESCRIPTION

## MAINTENANCE TECHNICIAN

Expected to Provide technical support to the Facilities Director by working to meet all aspects of departmental functions, including (but not limited to) site safety, site resource maintenance and set-up of resources to meet the needs of the Cottonwood Creek Church ministries and incoming groups. Must be able to interact with the staff, church attenders and community while remaining flexible, proactive, resourceful and efficient, while maintaining a high level of confidentiality.

## ESSENTIAL FUNCTIONS:

*Will provide services and support team members in the following areas:*

- Will be primarily responsible for all internally performed maintenance functions
- Responsible for maintaining inventory to facilitate timely repairs and planned maintenance tasks
- Maintain site resources in safe and excellent working order
- Will help manage all building automation systems
- Maintain A/C and door lock schedules to meet the needs of scheduled events
- Manage the scheduling and execution of all planned maintenance tasks and execution of log entries for purposes of compliance and stewardship
- Complete assigned repair/maintenance tasks as directed
- Respond in a timely manner to facilities' needs requiring immediate attention
- Report obvious areas that need attention that are beyond the scope of our teams ability and require the use of contractors
- Help manage vendors and contractors with the assistance of the Facilities Director
- Support the other facilities and custodial staff to meet special needs/requests, during special events, and in periods of heavy work load

## JOB REQUIREMENTS AND PERSONAL QUALIFICATIONS:

### **Education:**

High School Diploma required

### **Job Skills:**

Good People skills; Task oriented; Capable of managing multiple tasks at one time; Ability to prioritize; Ability to problem solve and create solutions; Working knowledge of Microsoft Office and ability to learn new programs; Good leadership skills; Must be dependable, discreet, friendly and professional; Must have a desire to help and serve others. Hard working, ability to learn new skills, and good work ethic. Additionally Must have some experience in maintenance or work in related trades.

### **Personal Qualifications:**

Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.