the brook

Job Title:	Maintenance Technician	Department:	Facilities
Reports To:	Administrator	Version:	8.19.20

General Description:

Responsible for assisting in the maintenance of the physical campus and environs especially as it pertains to major projects and tasks.

Role and Responsibility:

- Responsible for assisting in all construction and modification projects that do not require external contractor involvement.
- Responsible for assisting in maintaining full functional use of all electrical and mechanical needs for the church.
- Responsible for maintaining overall appearance of the campus which includes trash removal, mildew removal, lawn care (fertilization and proper watering), and repairing or replacing broken or damaged items.
- Responsible for collaborating with the Administrator about status of projects.
- Responsible for submitting proposals for major improvement projects with competitive pricing quotes from multiple vendors.
- Responsible for bringing to the attention of the Administrator any facility issues that may affect the physical safety and well-being of any person on campus.
- Other duties as assigned.

Qualifications and Education/Experience Requirements:

- This position required a working knowledge of mechanical and electrical maintenance and the use of specialized tools to accomplish such.
- 3-5 years experience as a maintenance specialist.
- Bachelor's Degree preferred in related field.

Preferred Skills:

- Communication
- Team Leading
- Project Management

Other:

- This position is part time, not exceeding 25 hours per week