

## **Church Maintenance Technician**

**Job Title:** Church Maintenance Technician

**Reports To:** Facilities Director

**Employment Status:** Part-time

**Schedule:** Must work Sundays 6:00a – 1:00p and Monday – Thursday ~1:00p – ~7:00p

**Location:** Christ Church

### **Position Summary**

The Maintenance Technician is responsible for maintaining the church's buildings, grounds, equipment, and facilities in a safe, clean, functional, and welcoming condition. This position performs routine maintenance, coordinates repairs, supports church events, and helps ensure that all facilities are prepared for worship services, ministries, meetings, and community activities.

### **Essential Responsibilities**

- Inspect facilities and grounds.
- Handle basic plumbing, electrical, carpentry, painting, HVAC, and equipment maintenance.
- Monitor building systems and coordinate preventive and corrective maintenance.
- Maintain parking areas, walkways, playgrounds, and exterior lighting.
- Complete maintenance requests and record work in the work-order system.
- Set up and remove furnishings, equipment, stages, and decorations for services and events.
- Provide custodial support as needed.
- Perform other assigned duties.
- Follow safety and emergency procedures and complete tasks promptly.
- Work respectfully with staff, volunteers, members, vendors, and community groups.
- Maintain confidentiality and care for church property and people.

### **Required Qualifications**

- High school diploma or equivalent.
- Previous experience in building maintenance, facilities operations, construction, custodial work, or a related field.
- Working knowledge of basic plumbing, electrical, carpentry, painting, HVAC, and repairs.
- Ability to safely use tools and ladders and lift up to 50 pounds.
- Valid driver's license and reliable transportation.

- Proficient in Outlook, Microsoft Office Suite and ability to learn more programs.
- Ability to proficiently read, write and communicate in English.
- Ability to work independently, handle urgent needs, communicate well use discretion.
- Exemplifies Christ in their daily lives.

### **Preferred Qualifications**

- Trade certification, technical training, or facilities-management experience.
- Experience working in a church, school, nonprofit, commercial building, or multi-use facility.
- Experience with building automation, security systems, audio/visual equipment, or event setup.
- Safety, CPR, first-aid, or OSHA training.

### **Physical Requirements**

The employee must be able to stand, walk, bend, kneel, climb stairs and ladders, reach, lift, carry, and work in indoor and outdoor environments. The position may require exposure to dust, cleaning products, weather conditions, noise, and mechanical equipment.

### **Work Schedule and Conditions**

May require early morning, evening, weekend, holiday, and on-call work. The work schedule is as follows:

Must work Sundays 6:00a – 1:00p

Monday through Thursday ~1:00p – ~7:00p

Some flexibility is available on Monday – Thursday, but Sundays must be this schedule.

### **Compensation**

- **Pay:** Commensurate with level of experience

### **Application Instructions**

Applicants should submit a résumé and brief cover letter describing their maintenance experience, availability, and interest in serving the church to:

**Contact:** Ashley Starns

**Email:** AshleyStarns@christchurchcs.org

**Phone:** 979-690-4673

**Application open until position is filled.**

*This job description describes the general responsibilities and requirements of the position and is not intended to be an exhaustive list of all duties.*