

Job Description

Title: Maintenance Technician

Classification: Full time | Non-Exempt

Supervisor: Facilities Director

Relates closely to: The Facilities Director and keeps them informed of progress, concerns, and facility needs.

Purpose: To provide daily and ongoing maintenance and custodial support to the campus.

Roles

1. Building & Systems Maintenance

Purpose: Perform skilled, preventative, and corrective maintenance across all church facilities and systems.

Responsibilities

- Perform regular maintenance and repairs of: Plumbing systems and fixtures
- Basic HVAC system operation, troubleshooting, and maintenance
- Minor electrical repairs and replacements (within scope and code)
- Maintain building interiors and exteriors, including: Painting and wall repair, Finishes, ceilings, flooring, and roofing
- Maintain appliances such as stoves, refrigerators, washing machines, and similar equipment
- Assist with and support capital improvement projects and facility upgrades
- Conduct regular inspections of facilities and equipment, identify needed repairs, and schedule work proactively

2. Inspections, Inventory & Planning

Purpose: Support operational readiness and stewardship of resources.

Responsibilities

- Maintain inventories of key parts, tools, and equipment
- Recommend purchase of supplies, tools, and equipment
- Coordinate with the Facilities Director regarding maintenance planning and prioritization

3. Grounds & External Care

Purpose: Perform ground maintenance work for the safety and comfort of visitors and staff.

Responsibilities

- Perform landscaping and grounds maintenance, including lawn care, snow and ice removal, and seasonal preparation
- Monitor external safety conditions and address hazards promptly

4. Custodial & General Support

Purpose: Be a support to the Facilities Team.

Responsibilities

- Assist with custodial tasks as needed to support church operations and events
- Perform other related duties as assigned or as operational needs become apparent
- Be available for after-hours emergencies, as needed
- Must be able to respond to emergencies, alarms, and urgent facility issues when the Facilities Director is unavailable

Qualifications

- Authentic and growing relationship with Jesus Christ as Savior and Lord
- Demonstrates a teachable spirit, personal integrity, and a lifestyle appropriate to Christian ministry
- Works in coordination and harmony with church leadership, staff, and ministries
- Passion for and commitment to the Cedar Valley Church mission, vision, values, and the surrounding community
- Strong interpersonal and communication skills with the ability to interact professionally with staff, volunteers, contractors, and congregants
- Ability to work independently, manage multiple priorities, and exercise sound judgment
- Strong problem-solving skills and a self-motivated work ethic

Education, Training, and Experience Requirements

- High school diploma or equivalent required
- Two to four years of relevant facilities or building maintenance experience preferred
- Demonstrated experience in building maintenance, including plumbing, basic HVAC systems, painting and wall repair, minor electrical repairs, and flooring installation and repair
- Knowledge of building maintenance practices, mechanical systems, cleaning methods, materials, and equipment
- Ability to use Microsoft Office (Word, Excel, Outlook) for routine tasks such as documents, spreadsheets, and email

Physical & Working Conditions

- Ability to Lift 50 pounds with or without assistance
- Ability to perform physical tasks including walking, bending, squatting, kneeling, climbing, reaching, grasping, and repetitive motions
- Work indoors and outdoors as required
- Exposure to cleaning chemicals, water treatment chemicals, seasonal temperature extremes, and occasionally bodily fluids, infectious diseases, and hazardous materials

Other

- Be or become a member of Cedar Valley Church
- The ability to report to work regularly and punctually
- The Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities.
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Work Hours

- Church Office hours are Monday through Friday, 8:30 a.m. to 4 p.m.

- Position Hours: Monday–Friday and nights/weekends, as required (40 hours/week)
- Additional hours may be required to support services, events, emergencies, and special projects
- Participate in on-call and emergency response coverage
- Work schedules, locations, and hours may change based on ministry needs

Pay range is \$22.00–\$24.00 hour.