Job Description

Title: Maintenance Technician

Classification: Full time | Non-Exempt

Supervisor: Kevin Kiffmeyer, Facilities Director

Relates closely to: Facilities Director, Facilities Team

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 guests 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

5. Lead & Support Serve Saturdays

Purpose: Provide direction and support for volunteers monthly on Serve Saturdays.

Responsibilities:

- Plan, organize, and direct monthly Serve Saturday events, engaging congregants in volunteer projects that support the maintenance, improvement, and stewardship of Cedar Valley's facilities and grounds
- Collaborate with the Facilities Director to identify and prioritize projects, determine volunteer and material needs, and coordinate project schedules
- Recruit, organize, and provide direction to volunteers, matching assignments with individual skills, and ensuring a positive volunteer experience
- Coordinate the necessary tools, equipment, supplies, and safety precautions to ensure projects are completed efficiently and appropriately
- Track project completion, communicate results, and maintain a list of future projects and volunteer opportunities

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

Post-Offer Requirement:

Employment is contingent upon successful completion of a post-offer, job-related fitness-for-

duty examination demonstrating the ability to safely perform the essential functions of the position, with or without reasonable accommodation.

Other Requirements

- 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.

General Work Hours

- Church Office hours: Mon–Fri | 8:30 a.m.–4:00 p.m.
- Position Hours: The regular work schedule is Monday through Friday, with one Sunday and one half-day Saturday per month included as part of the employees' regular schedule. In weeks when the employee works on Sunday or Saturday, the schedule will generally be adjusted to provide a corresponding day or half-day off during the workweek.
- Due to our work's nature and the need to coordinate our working hours with weekend and weekday services and activities, changes in work schedules, work locations, and travel may be necessary.
- This position may require additional hours for other work events.

Pay Range $22–28 per hour, depending on qualifications and experience.