



## JOB DESCRIPTION

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**Job Title:** Maintenance Technician

**Department:** Facilities

**Reports To:** Bo Jones

**FLSA Status:** Nonexempt

**Prepared By:** Bo Jones

**Approved By:**

**Approved Date:**

### ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

### SUMMARY

The Maintenance Technician is responsible for the day-to-day maintenance and repair of the physical plant and mechanical systems within the Bright Ministry Center. This includes routine building maintenance, cleaning, and repairs of the building, systems and finished surfaces. The Technician, in conjunction with the Director of Facilities, will represent Converge to outside vendors and guests of the Bright Ministry Center. The Technician will assist the Guest Services Coordinator with event set-up and tear-down.

The goal of the Maintenance Technician is to ensure the Bright Ministry Center is maintained in the highest condition by meticulously surveying the interior and exterior of the building and correcting issues as soon as possible.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, carpet cleaning and window cleaning and pressure washing exterior surfaces.
- Cleans and assists with upkeep of the building during events as needed.
- Ensures the building, equipment and systems are properly functioning.
- Schedule and facilitate vendor access to systems for maintenance and repairs as needed.
- Perform setup of tables, chairs and AV equipment for events and meetings as needed.
- Work closely with the Event Coordinator to ensure smooth event execution.

- Maintain a working knowledge of mechanical and systems including HVAC, Access Control, Plumbing, and electrical systems
- Inspect and replace bulbs and ballasts as needed.
- Inspect and repair plumbing fixtures and baptistry as needed.
- Maintain accurate records of repairs and maintenance items completed.
- Assist in budget preparation and ensure it is followed.

## **WORKING RELATIONSHIPS**

Reports to Director of Facilities

Will collaborate with the Event and Guest Services Coordinator to ensure event set up is completed.

May oversee outside vendors during ongoing work.

May interact with building tenants to understand maintenance needs for leased areas.

## **QUALIFICATIONS**

- Proven experience as facility maintenance technician
- Basic understanding of electrical, hydraulic and other systems
- Knowledge of general maintenance processes and methods
- Working knowledge of tools, common appliances and devices
- Manual dexterity and problem-solving skills

## **EDUCATION and/or EXPERIENCE**

Highschool diploma and four to six years related experience and/or training; or equivalent combination of education and experience. Knowledge of property management practices, as well as, knowledge of audio and video distribution systems is highly desired.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

State of Florida Driver's license

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from staff, guests and ministry partners.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to work standing up, walk, use hands and fingers to operate tools and equipment, and speak and listen, both over the phone and in person to customers and fellow employees, in order to perform the above listed duties. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch or crawl.

The employee is occasionally required to work in a seated position, climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move 75-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Additionally, the ideal candidate will show:

- Good physical condition and strength.
- Ability to work from heights greater than five feet on ladder or mechanical lift.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee regularly works 40 hours per week and is willing to occasionally work overtime.
- The employee regularly occasionally works evenings or Saturdays.
- Travel is occasionally required.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to the risk of electrical shock and vibration. The employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and explosives. Fast paced working environment. The noise level in the work environment is usually loud.