

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Maintenance Technician

STATUS: Full-time, Non-Exempt

REPORTING TO: Facilities Manager

SUMMARY/OBJECTIVE

The Maintenance Technician supports the Church by ensuring that all facilities and equipment are safe, functional, and well-maintained. This role is responsible for performing routine inspections, preventative maintenance, and repairs on building systems (HVAC, plumbing, etc.), as well as general upkeep of church grounds. This position requires a hands-on, dependable individual who works collaboratively with staff, volunteers, and vendors to provide a welcoming and well-kept environment for worship, programs, and church events. This person must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Responds to maintenance requests through the Church's online ticket system.
3. Complete general repairs including carpentry, painting, and minor construction.
4. Perform routine and preventive maintenance on HVAC, plumbing, electrical, lighting, and mechanical systems.
5. Maintain the cleanliness, safety, and appearance of the campus (buildings, parking lots, and landscaped areas).
6. Ensure that roofs, rain gutters and drains are well-maintained.
7. Communicate clearly about facility conditions, needs, and project updates
8. Complete minor remodeling projects upon request.
9. Perform additional duties as assigned.

COMPETENCIES

Competencies required of this role:

- Effective problem solving.
- Attention to detail and adaptability.
- Effective verbal and written communication.
- Ability to multitask; prioritizing tasks and meeting deadlines.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Focus on continuous improvement.
- Responsiveness and the ability to communicate with staff to understand requests and deliver timely results.

- Knowledge of buildings, equipment, and systems required to operate with minimal unexpected breakdowns.
- Consistently achieving results, even under extenuating circumstances

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This job operates in both an indoor/outdoor environment. Personal protective equipment may be required to prevent exposure to hazardous materials.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 50 lbs.

The employee is required to perform under circumstances of emotional stress, such as yet not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Monday – Friday, with occasional overtime on evenings or weekends if requested by leadership. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Required eligibility includes graduation from high school or GED equivalent. Additional eligibility qualifications include five years of increasingly responsible related experience, or any equivalent combination of related education and experience.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and

activities may change at any time, with or without notice.

SIGNATURES

This job description has been approved by all levels of management.

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____