

# Highpoint Church - Job Description

## **BASIC IDENTIFICATION: Maintenance Technician**

POSITION REPORTS TO: Facilities Director

TIME REQUIREMENTS: Full-Time

## **GENERAL SUMMARY:**

Assists in providing the proper and safe operation of the physical campuses of Highpoint Church, helping deliver a safe, effective, efficient, comfortable, and pleasing environment for staff, partners, and guests.

## **ESSENTIAL COMPETENCIES/DUTIES:**

1. Perform repairs and maintenance of building, equipment, and grounds, including:
  - Mechanical
  - Heating, Ventilation & Air Conditioning
  - Plumbing
  - Painting
  - Lawn, shrubs, plants & trees
  - Electrical
  - Fire/Life Safety
  - Parking Lot & Outdoor Lighting
  - Security
  - Other, as required
2. Perform preventive maintenance of building, equipment, and grounds.
3. Assist in oversight and coordination of third party service providers, such as HVAC technicians, plumbers, etc.
4. Help ensure facilities are in a safe operating condition, alert to safety hazards associated with the plant, on the grounds, or otherwise.
5. Maintain familiarity with emergency operations and procedures for the facilities and be ready to help implement, as needed.
6. Assist with setup and breakdown of rooms and spaces, including chairs, tables, tablecloths and other equipment necessary for groups, classes, events and other activities.
7. Communicate clearly and promptly to supervisor and co-workers regarding the status of facility needs, projects and work being performed.
8. Able to utilize software on computer, phone and otherwise, to assist in managing and completing facility requests, room setup/breakdown, etc.
9. Willingness and availability to work outside normal hours as needed, with understanding that Sundays are the high priority of ministry.
10. Other duties as assigned.

## **QUALIFICATIONS:**

- Above-average mechanical aptitude, including knowledge of operation of mechanical equipment required to perform typical repairs and maintenance.
- General knowledge of HVAC, plumbing, electrical and other plant maintenance disciplines.
- The ability to walk or stand for extended periods of time, and the ability to climb stairs as needed.
- Ability to lift 50 lbs. without restriction.
- Basic proficiency with computers and standard office equipment.
- Demonstrated oral and written communication skills.
- Demonstrated ability to work individually as well as work well with a team.

## **BASIC PERSONAL RESPONSIBILITIES:**

- Develop and maintain good working relationships with all HP staff, members, and guests.
- Develop and maintain good working relationships with contractors and outside service providers associated with the upkeep of the plant facilities.
- Adhere to and encompass the qualities and characteristics required of Highpoint Church employees, as defined by the Policies and Procedures Handbook.

- Uphold Biblical priorities in life, in the order outlined below:
  1. Growing personal relationship with Christ
  2. Relationship with spouse (if married)
  3. Relationship with children (if applicable)
  4. Purpose in life/ministry