

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48065

P: 248-879-8533

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Position Title:	Maintenance Technician
Department:	Facilities
Campus:	Central
Date:	October, 2020
Supervisor:	Central Facilities Director
FSLA Status:	Non-Exempt

Position Profile:

To execute the daily repair and maintenance work orders, and carpentry build projects. Depending on role assignment and specialty experience, may be assigned to handle HVAC and electrical.

Skill Set:

- Attention to detail
- Must be computer literate
- Knowledge and experience in facilities repair and maintenance, such as plumbing, general mechanics, electrical, carpentry and woodworking
- Having knowledge and experience in equipment repair

Experience Qualifications:

- Five years' experience in general building maintenance, carpentry, and equipment repair desired
- Bachelor's degree preferred
- Knowledge of and experience in properties and plant management/maintenance
- Experience in managing, delegating, and coordinating projects.

Competencies:

- Attention to Detail
- Budgets/Cost Control
- Driving Projects to Completion
- Decision Making/Judgement
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Managing Across Departments/Locations
- Performing Physical or Mechanical Tasks
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork
- Working Safely

Duties and Responsibilities:

- Carpentry (rough and finish), doors (steel and wood), and drywall (mud and tape)
- Cabinetry (wood working), including counter tops and laminating (Formica)
- Minor plumbing (sinks, urinal, and toilet) and soldering (electrical and pipe)
- Minor electrical (ballast, duplexes, and light fixtures)
- Painting and staining

- Minor tile and carpet repair/installation

Physical Requirements:

- Must be able to lift up 70lbs on a regular basis (i.e. construction materials, drywall, plywood, etc.)
- Climb up onto and down from ladders
- Ability to continuously stand or walk
- Ability to bend, climb stairs and lift overhead frequently
- Demonstrated ability to squat occasionally

Additional notes:

- An ability to relate closely with the Facilities Director and volunteer helpers
- Ability to fabricate
- Mechanically inclined
- Not uncomfortable with heights (high lift areas)

Spiritual Responsibilities:

Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).

Incumbent is a member in good standing at Woodside and adheres to the Statement of Faith as established and approved by Woodside Bible Church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

