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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.

