



POSITION DESCRIPTION

JOB TITLE:	Maintenance Tech I	DEPARTMENT:	Maintenance
CLASSIFICATION:	Non-Exempt (Part-Time)	LOCATION:	Berean Christian Church Gwinnett
REPORTS TO:	Director of Operations	SUPERVISES:	None

PRIMARY ROLE

Responsible for performing a variety of facility maintenance and custodial support duties. Ability to perform general support functions to ensure all facilities are clean, operational, and inspected according to standards. Provides recommendations regarding the up-keep of certain related maintenance matters, as necessary.

PRIMARY RESPONSIBILITIES

- Assembling, installing, and maintaining office furniture.
- Completing routine custodial work for all church facilities such as vacuuming, mopping, shampooing and spot cleaning carpets; removal of trash; cleaning, disinfecting, and stocking paper and supplies within restrooms.
- Ensuring a comfortable environment, including temperature and ventilation.
- Making minor repairs to church equipment and facilities such as doors, switches, desks, tables, equipment, sinks, toilets, blinds, and walls.
- Replacing light bulbs and lighting accessories.
- Securing all church facilities nightly.
- Setting up and breaking down rooms for meetings and other scheduled events.
- Traveling to other Berean properties as needed.
- Troubleshooting and repairing minor plumbing and electrical problems.
- Performing other duties as directed by the Facilities Manager, Business Administrator or Senior Pastor.

ATTRIBUTES and QUALIFICATIONS

- Must be at least 18 years of age.
- Must High school diploma or GED.
- Must have a valid driver's license.
- Must be able to lift a minimum of 35lbs.
- Must have 1+ years' experience in the field of housekeeping, custodial, maintenance is preferred experience is preferred.
- Must be able to work flexible shifts.
- Must be an active member of Berean Christian Church.

INTENT

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Department Approval By:	Department Approval Date:	HR Approval Date:	Salary Grade: