



POSITION DESCRIPTION

JOB TITLE:	Maintenance Tech II	DEPARTMENT:	Maintenance
CLASSIFICATION:	Non-Exempt	LOCATION:	Berean Christian Church-DeKalb
REPORTS TO:	Facilities Manager	SUPERVISES:	None

POSITION SCOPE AND IMPACT

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.

MAJOR RESPONSIBILITIES

- Assembling, installing, and maintaining office furniture
- Assisting with loading and unloading equipment and supplies from vehicles, and moving furniture in rooms for special functions and events
- Applying preventative measures to the building to reduce the risk of future problems
- Carrying out a variety of cleaning activities such as sweeping, mopping, dusting, shampooing and spot cleaning carpets; removal of trash; wash windows and glass doors in common areas, cleaning, disinfecting, and stocking paper and supplies in restrooms
- Completing outside duties such as sweeping walkways, shoveling snow, and picking up litter on the grounds
- Confirming that all conference rooms/venues, equipment, event arrangements and other requirements are up to standard in order to accomplish related services, training, special events being held
- Demonstrating ethical conduct and maintains the integrity of Berean Christian Church's practices and company programs
- Maintaining the facilities HVAC equipment in order to keep climate in the facility controlled and functioning properly
- Establishing and promoting strong, positive, and productive working relationships within the organization through commitment to the organization's vision statement, core values and business principles
- Keeping the elevators and stairwells clean and safe, and stripping, buffing, and waxing floors; elevators and stairwells
- Making minor repairs to church equipment and facilities such as doors, switches, desks, tables, equipment, sinks, toilets, blinds, touch-up paint on the walls and replace light bulbs and lighting accessories as needed
- Traveling to other Berean properties as needed
- Troubleshooting and repairing minor plumbing and electrical problems
- Performing other duties assigned as directed by Facilities Manager, Business Administrator, or Senior Pastor.

QUALIFICATIONS

- Must be at least 18 years of age.
- Must have 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

ATTRIBUTES

- Ability to receive and respond to requests from internal and external members and guests in a courteous and tactful manner
- Ability to complete duties assigned in a timely manner
- Ability to maintain the confidential nature of personnel related information
- Detail oriented with excellent interpersonal skills with ability to communicate with all levels of the organization.

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: