Hope Community Church Role Description

We are a family that loves God, follows Jesus & shares hope.

Job Title: Maintenance Technician

Direct Supervisor: Facility Manager

Ministry Director: Director of Finance and Operations

Direct Reports: N/A

Role Summary:

Maintenance employee will inspect different equipment and perform any basic repairs or preventative maintenance when required. To do well in this role, you should have previous experience in maintenance, be highly skilled with various hand and power tools, and have basic knowledge of reading blueprints and repair manuals.

Foundational Responsibilities for All Staff:

- Connect people to the family of God, helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by ensuring they are cared for, supported, and encouraged.

Primary Duties:

- Conduct routine inspections of premises and equipment.
- Perform preventative maintenance
- Handle basic repairs
- Light to medium construction projects
- Patching, priming and painting walls
- Help oversee contractors when professional repairs are necessary
- Troubleshooting mechanical issues and correcting them if possible
- Monitor fuel tank levels in various equipment
- Maintain propane tank levels for outdoor heaters, grills and the baptismal
- Perform emergency light tests and elevator recall
- Maintain filters, appearance + chlorine in baptismal
- Assembling/installing furniture, chairs + shelving
- Maintain batteries on lift

Maintenance work requirements:

- High school diploma or general education degree (GED)
- Skilled in the use of hand and power tools
- Ability to check blueprints, repair manuals, or part catalogs as necessary.
- Strong organizational and follow up skills
- Attention to detail
- Maintain clean and safe environment throughout projects
- Professional attitude
- Ability to work efficiently independently
- Ability to work collaboratively with a team
- Strong time management skills

Hope Community Church Role Description

We are a family that loves God, follows Jesus & shares hope.

Other Duties and Responsibilities:

- Ordering Janitorial supplies
- Stock for repairs, lighting and general everyday supplies
- Use of work order system for fielding and maintaining work orders
- Review meeting spaces in scheduling system to confirm maintenance work will not interfere with meeting or events
- Maintain inclement weather supplies
- Maintain supply closets
- Keep Material Safety Data Sheet (MSDS) book current
- Help with room set up and tear down
- Filling in as needed for other Facilities and Safety staff

Physical Requirements of this role:

- Occasional lifting or moving of materials in difficult work positions.
- Ability to lift over 50 lbs. On a regular basis. Heavier weight as needed (with help)
- Working on and climbing ladders
- Ability to lift, reach and move materials and boxes onto shelves sometimes above the shoulders

Qualifications and Requirements:

- A strong personal faith and dedication to the church's identity, beliefs, and values.
- Affirm and support the statement of faith of Hope Community Church.
- Ability to collaborate with a team and engage with the broader church community.

Expectations:

- Regular attendance, engagement, and support of the weekend gathering.
- Commitment to growing spiritually and intentional effort to disciple others.
- Model missional living and actively engage others to build missional community.

Work Environment:

- Active participation in all-staff, campus, and ministry team meetings.
- Regular interaction with team members, families, and church staff.
- Abide by and support HR policies and abide by all budget allocations.
- Able to lift 50 pounds.
- Other duties as assigned.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date