

Job Title: Maintenance Technician

Classification: Non-Exempt, Hourly, Maintenance

Hours: Part-Time

Reports To: Business Manager

Job Summary

- Complete routine maintenance of systems in conjunction with sub-contractors
- Perform all necessary inspections as determined by Business Manager
- Coordinate volunteer workforce as needed
- Be the point person for completion of all maintenance requests
- Work with staff to make sure facilities are ready for all church and outside group events

Job Requirements

- Must be a disciple of Christ and able to represent Him in work ethic and interaction with others
- Must be able to lift 80 lbs and be able to perform rigorous physical tasks
- Competency in performing general repair and maintenance skills
- Ability to read, analyze and interpret general business correspondence, professional journals, building drawings, technical procedures, and manuals
- Ability to communicate orally with members of the ministerial staff, lay members and volunteers of Rivertree and members of the community
- A basic understanding of electrical, plumbing and HVAC systems

Job Responsibilities

- Administer the maintenance of all properties and related systems
- Assist in overseeing the cleaning and housekeeping program, including performing needed tasks and frequent inspections for quality control
- Create and implement ways to communicate ministry opportunities within the Facilities Department to the Rivertree body
- Help administer contracts with outside vendors and contractors as it relates to the operation of the Rivertree facilities and grounds, including weekly property inspections and trash pickup
- Conduct basic repair and remodeling as needed
- Work with Business Manager to create, implement and track all budget accounts that relate to facilities (utilities, maintenance contracts, grounds/landscaping, repairs, supplies and insurance)
- Maintain all facilities, properties, and assets to comply with all local, state and federal codes and guidelines
- Set up various spaces for special events as necessary, will include occasional work on evenings and weekends

Time Required

- Part-time (maximum 25 hours per week). The hours will be flexible with consideration given to Sunday and any weekend volunteer work coordination.

Rivertree Church reserves the right to modify job responsibilities or job descriptions at any time. Employment with Rivertree Church is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice. Rivertree Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, birth gender, marital status, physical

handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.