

JOB DESCRIPTION

FEBRUARY 2021

Job Title:	Maintenance Technician
Job Status:	Regular Full Time
Exempt Status:	Non-Exempt
Department:	Plant Ops
Department #:	480
Reports To:	Director of Plant Operations
Education Requirement:	High School/Vocational Training

MINISTRY PURPOSE:

All employees in service to Capital Christian Center must be mature persons, committed to the religious mission of Capital Christian Center, with a personal born-again experience in Jesus Christ, evidence of a consistent Christian life, and personally subscribing to the Tenets of Faith of Capital Christian Center. All employees are deemed integral parts of the ministry of Capital Christian Center, and each is expected to conduct himself or herself on the job and privately in their personal lives, on-site and elsewhere, in such a way as to complement the image and mission of Capital Christian Center, toward the advancement of the cause and Kingdom of Jesus Christ.

JOB SUMMARY:

Performs skilled work in one or more areas of expertise and semi-skilled repair work in other general maintenance areas.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs skilled and semi-skilled maintenance and repair work on campus buildings, facilities, equipment or machinery.
- Assembles, installs and/or repairs: wiring, electrical and electronic components (high and low voltage), plumbing/pipe systems, physical structures, drywall repair, fixtures, HVAC systems, locks/access systems, carpentry, welding, etc.
- Diagnoses problems and determines corrective solutions, referring to and/or adhering to building codes, blueprints, electrical line diagrams, repair manuals, and parts catalogs as necessary.
- Repairs or replaces defective equipment parts using hand tools and power tools and reassembles equipment.
- May lead other maintenance staff on projects or assist in a general maintenance capacity when others are in a lead role.
- Maintains parts, supplies, and equipment advising supervisor when supplies need to be ordered.
- May drive vehicle as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of materials, methods, and the tools used to perform job duties in area of expertise.
- General knowledge of multi-craft maintenance in carpentry, electric, heating/cooling, and plumbing.
- Ability to understand and follow oral and written instructions.
- Ability to work in a safe and efficient manner.
- Ability to operate the specific tools used in the area of expertise, including related tools and equipment such as common hand and power tools, voltage meters, hammers, hoists, saws, drills, and wrenches, precision measuring instruments and electrical and electronic testing devices.
- Valid California Driver's License required.

PHYSICAL DEMANDS:

This position's duties are normally performed in a typical work environment, based on the activity scheduled. Some physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds. The employee may be required to walk and sit for extended periods and may be exposed to outside weather conditions; including but not limited to, heat, cold, humidity, rain, and direct sunlight. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator, and similar machines.

WORKING CONDITIONS:

Working conditions are dynamic. Work requires the willingness to work a flexible schedule that may require occasional weekend and/or evening hours. Employee will be using his/her personal vehicle; therefore, employee must hold valid driver's license in state where based and have appropriate auto insurance as required by law. Employee must be able to work in a fast-paced environment; must be able to prioritize and work well under pressure. Employee must demonstrate professionalism, integrity, initiative, and exercise confidentiality. Employee must understand and apply all company policies and procedures and have ability to follow instructions, be detailed oriented, and have good follow-through on all projects.

NOTE:

This job description has been reviewed to ensure that only essential functions and basic duties have been included. This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual(s) with this job description. Requirements, skills and abilities included have been determined to be minimal standards required to perform the position. The individual(s) may be called upon and required to follow other instructions or perform other duties required by his/her supervisor consistent with the purpose of the position, department,

and/or company objectives. Capital Christian Center expressly reserves the right to change this job description and the duties assigned to the individual from time to time as deemed appropriate in Capital Christian Center's sole discretion.

This job description is not intended as and does not create an employment contract or otherwise guarantee employment. Employment is at-will and can be terminated at any time with or without cause and with or without notice by either party.

I have read and understand the responsibilities of the position for which I am applying.

Signature:

Date:
