

Facilities Maintenance Technician

Position Description

Annandale United Methodist Church (AUMC) is seeking a part-time (20-25 hours per week) Facilities Maintenance Technician. The Technician is responsible for the upkeep and maintenance of all building systems and building components on church grounds, including the separate Mission Center located 3 miles away from AUMC's main grounds.

Reporting Structure

The Facilities Maintenance Technician will report to AUMC's Property Manager. The Property Manager is responsible for developing the maintenance schedules that the Technician will execute.

Key Responsibilities

- Conduct routine inspections of church grounds & building systems.
- Diagnose and complete basic mechanical repairs for all building systems, including:
 - HVAC
 - Elevators
 - Fire Control
 - Security (Doors, Surveillance, & Alarms)
 - Plumbing & Electrical
 - Building components (Roofs, Windows, Exterior Trim, Lighting, & Fixtures)
- Order supplies and materials needed for basic repairs and maintenance.
- Maintain and repair interior and exterior finishes to church buildings.
- Assist the Property Manager in planning, scheduling, and completing preventative maintenance work; recommend approaches to preventative maintenance programs.
- Maintain records of all preventative maintenance and repairs completed for each system.
- Participate in identifying repair and maintenance projects requiring the assistance of external contractors.
- Respond to church emergencies impacting use of facilities, including snow and ice removal, systems and equipment checks, and start-up operations.
- Be available for on-call and emergency maintenance needs that may require "after hours" work.

Qualifications

- High school diploma or general education degree (GED).
- HVAC certification and/or other trade school certification preferred.
- At least four (4) years' experience working in building maintenance or as a general "handyman."
- Basic understanding of electrical, plumbing, and carpentry, including ability to check blueprints, repairs manuals, and parts catalogs.
- Ability to use common tools such as hammers, drills, and wrenches.

Successful candidates will also demonstrate:

- Strong interpersonal verbal & written communication skills; customer-service oriented

- Ability to work with minimal supervision
- Basic proficiency with Microsoft Office Suite (Excel, Word); and

Physical Requirements / Environmental Conditions

- Ability to push / lift 75 pounds.
- Ability to climb ladders.
- Bending at waist, sitting, kneeling, climbing, walking, or crouching as job requires.
- Ability to work outside during periods of extreme heat or cold.

Additional Information

AUMC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.