

Calvary Baptist Church and Plymouth Christian Academy

Maintenance Staff Technician

Position Summary:

Calvary Baptist Church and Plymouth Christian Academy are seeking a **full-time Maintenance Staff Technician** to perform various repairs and maintenance duties for the church and school ministries. We are looking for an individual who is gifted in maintenance skills, self-motivated and enjoys collaborating with other employees. The ideal candidate will also initiate tasks with a friendly, can-do attitude to support both ministries, when necessary.

Skills and Qualifications

- 2 - 3 years' minimum facilities repair, and maintenance experience preferred.
- Certification and/or experience in HVAC repair preferred.
- Must be a committed follower of Jesus Christ.
- Basic computer skills including use of Microsoft Word, Excel, and outlook programs.
- Ability to work from a ladder or Aerial lift platform.
- Able to lift to 90 pounds.
- Must have a State of Michigan Driver's license.
- Candidate must be able to pass the State of Michigan background check, which is required for all staff.
- Preferred candidate will have the ability to obtain a CDL license with BPS certification.

Working conditions

This position requires flexibility. Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may also be required.

Positions has a Monday through Friday schedule; however, must be on call for emergencies.

Job Responsibilities:

The primary responsibility of Maintenance includes painting, electrical, plumbing, carpentry, grounds/landscaping, and HVAC maintenance. Must be able to complete work order forms, take direction, be organized, and can effectively communicate with supervisor, leadership, and ministry employees. Essential job duties include:

- Performance of all aspects of property maintenance, including preventative, corrective, deferred and emergency maintenance.
- Maintain organized maintenance shops and storage rooms in compliance with safety regulations.
- Keep accurate inventory control of tools, equipment, and supplies.
- Perform maintenance inspections and repairs to ensure proper operating conditions and appearance upon move-in.
- Assist the Property Manager with special maintenance projects, i.e., preventive maintenance of building components and/or mechanicals.
- Serve as on-call maintenance providing evening, weekends, and holiday emergency service.
- Ensure exterior curb appeal of the ministry and cleanliness of grounds.
- Recommend measures to improve operations, performance, safety, and quality of service.
- Ability to repair equipment as needed (vehicles, landscape equipment, irrigation systems)

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Examples of Specific Responsibilities

- Designated staff person to pick up parts, equipment, and supplies from vendors and stores
- Mowing, edging, and weed whip
- Trim bushes and trees as needed
- General carpentry work
- General electrical work, especially with regards to lights, outlets, and switches
- Watering and sprinkler system
- Replace ceiling tiles in all areas as needed
- Assist in painting of interior/exterior as needed
- Replace and monitor filters for all HVAC units
- Assist in semi-annual review of all infrastructure including HVAC, plumbing, electrical systems, and wear/tear of lighting, flooring, walls, paint, etc.
- Assist in tear down/set up of lunchroom tables in, set up rooms in CBC and PCA buildings
- Snow removal- clearing and salting of walks and areas of property that third party vendor does not cover. This can involve early arrival on campus to facilitate clearing of snow by start of school.
- Assist in roofing maintenance and repair work on campus buildings
- Assist in daily open/close of facility
- Assist in cabling for network, security, and other I.T. related equipment
- Maintain/monitor inventory of materials, parts, and supplies for maintenance use.
- Organize and maintain all designated storage areas.
- Keep maintenance updated in Excel, word, and other programs
- Oversee the online ticket request system for facility requests from staff
- Assist in working with vendors and contractors to get bids on various facility projects and initiatives

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.