



## **Facilities Maintenance Technician (Full-time)**

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### **POSITION Summary:**

Plymouth Christian Academy is seeking a full-time **Facilities Maintenance Technician** to perform various repairs and maintenance duties for the ministry of Plymouth Christian Academy and Calvary Baptist Church. This position reports directly to the Director of Business Operations. We are looking for an individual who can work independently. Someone who is gifted in maintenance skills, self-motivated and willing to support the facilities team, wherever necessary.

### **Duties and Responsibilities**

The primary responsibility of Maintenance includes painting, electrical, plumbing, carpentry, grounds/landscaping, and HVAC maintenance.

- Must be able to complete work order forms efficiently and effectively communicate with supervisor, leadership, and ministry employees.
- Strong organizational and collaboration skills are required.
- Performs all aspects of property maintenance, including preventative, corrective, deferred and emergency maintenance.
- Maintain all maintenance shops and storage rooms in an orderly fashion and in compliance with safety regulations.
- Maintain accurate inventory and control of tools, equipment, and supplies.
- Perform maintenance inspections and repairs to ensure proper operating conditions and appearance upon move-in.
- Assists the Facilities Project Manager on 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 and cleanliness of school grounds.
- Recommends measures to improve methods of operations, performance, safety, and quality of service.
- Ability to repair equipment as necessary (vehicles, landscaping equipment, irrigation systems, etc).

### **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 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 campus buildings.



- Snow removal includes 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 the 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.

### **Skills and Qualifications**

- 2 - 3 years' minimum facilities repairs, and maintenance experience preferred.
- Certification and/or experience in HVAC repair preferred.
- Must be a committed follower of Jesus Christ.
- Computer skills including the use of Microsoft Word, Excel, and outlook programs is preferred.
- Ability to work from a ladder or Aerial lift platform.
- Able to lift to 90 pounds
- Must have state of Michigan driver's license.
- The 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 bulky or heavy items may be required.

- Full-time Pay: \$17-\$25 per hour with benefits
- Monday to Friday
- On call for emergencies (for example, to ensure school is operational after inclement weather events)

**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.**