

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Maintenance Technician	Status:	Full-Time (40 Hours)
Department:	Operations Administration -	FLSA:	Non-Exempt
Reports to:	Administrative Services Supervisor	Job Class:	Service Workers
Direct Reports:	None	Ordained Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Sunday - Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** Ensures that all preventative maintenance and/or repair measures are taken to keep the church and church systems in excellent working order.

II. **Primary Duties and Responsibilities:**

1. Inspect buildings and other structures to determine functional systems and detect malfunctions and needed repair(s) / recommendations.
2. Perform minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
3. Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
4. Perform minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
5. Reconfigure, install, position, and remount modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
6. Provide emergency and/or unscheduled repairs as needed.
7. Establish and practice and overall preventative maintenance program.
8. Comply with safety regulations and maintain clean and orderly work environment.
9. Order parts and maintain required documents
10. Performs other work related duties as assigned.

III. **Minimum Qualifications:**

1. High school diploma or equivalent in work experience or vocational training.
2. A minimum of 2 years of building maintenance and repair experience or construction.
3. Valid Texas Driver's License and good driving record.

IV. Knowledge and Abilities

1. Knowledge of procedures and safety measures associated with industry and OSHA standards.
2. Knowledge and skill set in painting, tile, plumbing, HVAC/Chilled water systems, carpentry, appliance and electrical repairs.
3. Knowledge of general work order systems and computer skills.
4. Knowledge of English grammar and vocabulary.
5. Ability to work independently with limited supervision.
6. Ability to identify, troubleshoot and resolve maintenance defects and concerns to prescribed standards.
7. Ability to follow written instruction and complete documentation associated with unit maintenance.
8. Ability to read blueprints.
9. Ability to manage contractors and or sub/contractors as needed for major repairs
10. Ability to create an effective preventative maintenance program.
11. Ability to operate simple machine and hand tools such as screw drivers, wrenches, pliers, battery drills, power saws, grinders, etc. .
12. Ability to communicate clearly and effectively through both verbal and written means.
13. Ability to establish and maintain effective working relationships with ministry volunteers.

V. Physical Requirements and Working Conditions

Must be able to assist with pushing/pulling large awkward objects. Must be able to stand for 6-8 hours daily. Must be capable of standing, kneeling, squatting, bending and sitting repeatedly. Must be able to lift up to 30 lbs. Must have good vision, good manual dexterity, able to access confined spaces and stand on or climb ladders, stepstools and climb stairs. Must be willing to work flexible hours, including evening, weekend and holidays to support the church operations.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: MARCH 2019