

OAKHILLS C H U R C H

- Our Mission:** *We are disciples who make disciples by guiding all people to follow Jesus moment by moment.*
- Our Vision:** *We envision a community of disciples courageously engaging the culture with the hope of Jesus where we live, work, learn, and play.*
- Our Values:**
- God Dependent:** We live fully surrendered to the guidance of the Holy Spirit.
 - Persistent Prayer:** Prayer fuels our relationship with God and aligns us to his will.
 - Authentic Love:** Jesus authentically loved all people and we will too.
 - Family Focus:** We partner with families to raise the next generation of Jesus followers.
 - Biblical Community:** We encourage one another through intentional relationships where everyone is known and loved.
 - Radical Generosity:** Everything we are and everything we have is devoted to serving God and serving others.

Job Title:	Maintenance Technician	Status:	Full-Time
Department:	Operations	FLSA:	Non-Exempt
Reports to:	Business Maintenance Manager	Job Class:	Service Workers
Direct Reports:	None	Ministry Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Tuesday - Saturday	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 working order.
- II. **Primary Duties and Responsibilities:**
1. Inspects buildings and other structures to determine functional systems and detects malfunctions and needed repair(s). Submits major repairs for recommendation.
 2. Performs 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. Performs 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. Performs 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. Reconfigures, installs, positions, and remounts 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.
 6. Provides emergency and/or unscheduled repairs as needed.
 7. Establishes and practices and overall preventative maintenance program.
 8. Complies with safety regulations and maintain clean and orderly work environment.
 9. Orders parts and submits receipts for processing. Files electronic manuals and warranties as needed.
 10. Other duties and responsibilities as assigned.

Maintenance Technician (continued)

III. **Minimum Qualifications:**

1. High school diploma High School Diploma for General Education Development (GED).
2. Two (2) years of building maintenance and repair experience or construction.
3. Electrical Maintenance Technician License is required. Must be obtained within ninety (90) days of employment).
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

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 instructions and complete documentation associated with unit maintenance.
8. Ability to read blueprints.
9. Ability to manage contractors and/or subcontractors 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, dollies and hand trucks, 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.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

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 vision to be Christ where we live, work, learn, and play.
5. Attend Life with Oak Hills Church and become a member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

REVISED: September 2020