

## **Church of the Open Door**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Properties Technician

**Job Summary:** The Properties Technician will perform general maintenance and repairs for assigned equipment and facilities including basic plumbing, electrical and carpentry. Requires the use of power tools. Minor golf cart and auto-mechanic repair experience preferred.

**Hours and Pay:** 40 hours/week (including some weekends), \$23-\$26/hour (depending on experience)

#### **DUTIES AND RESPONSIBILITIES:**

- Inspect and identify equipment or machines in need of repair.
- Troubleshoot issues to determine necessary repairs.
- Plan repair work using equipment manual as needed.
- Perform general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Perform basic maintenance on golf carts, vehicles, landscaping equipment and irrigation.
- Landscape the grounds including mowing, trimming, edging, using the weed eater, pulling weeds and blowing surfaces for leaves and clippings.
- Perform routine electrical troubleshooting and repair. Change light bulbs in ceiling fixtures and lamps as needed.
- Lead volunteer teams doing campus work projects.
- Perform other related duties as assigned.
- Complete all assigned facilities service requests within established periods and approved costs.

#### **Required Experience/Knowledge/Skills/Abilities:**

- 3-5 years of facility maintenance experience
- Knowledge of irrigation and light electrical repair
- Excellent organizational, communication and time management skills.
- Able to follow instructions from supervisor
- Able to use hand tools and power tools.
- Able to train others and lead volunteer teams.

#### **Physical Requirements:**

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

**Uniform:** Steel toe boots are required or hard toe tennis shoes, preferably boots.

**INTERNAL RELATIONSHIPS:** Works directly for the Properties Supervisor

**EXTERNAL RELATIONSHIPS:** Must maintain a good testimony in the church community.

**GENERAL:**

- To believe in and adhere to the Church of the Open Door Constitution and Bylaws, Articles of Faith and Statement of Faith and Practice.
- Demonstrate presently improving character and spiritual growth
- Is a team Player.