



Real Life Ministries

Job Description

Title: Maintenance Technician

Reports To: Facilities Team Pastor

FLSA Status: Non Exempt

Prepared By: Jesse Hill

Ministry: Facilities – Maintenance & Custodial

Classification Grade: T-4

Approved By: Human Resources

Approved Date: 6/28/2018

Job Summary

- **As an Individual:** The **Maintenance Technician** is responsible for taking the leadership of all ministry functions they are tasked with. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Facilities Team and RLM Staff Team:** The **Maintenance Technician** has a responsibility to collaborate as a team member on their immediate team, the RLM Staff Team as a whole to accomplish church wide objectives which would include the **Facility Team's** objectives. This person is responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Summary of Essential Job Functions

1. Facility Operation Function (65 %)

- Able to maintain an attractive, comfortable, and safe buildings and grounds; so the members of our church are left with a good impression that we are taking care of and good stewards of our campus.
- Able to work in a proactive, fast, reliable, and versatile way in order to prepare for weekend services and events; to maintain a "spirit of excellence" for our guests and members so they are left with a good impression that they matter.
- Able to perform the duties of repairing and maintaining of exterior and interior buildings, building component and system devices, structures; the care and maintenance of plants and grounds; and the preventive maintenance and servicing of equipment.

2. RLM Staff Relations (20%)

- Collaboratively work with RLM Staff to ensure the Facility Team is effectively supporting RLM ministry functions
- Proactively engage with RLM Staff to identify how to better support them
- Have an infectious positive attitude while interacting with RLM Staff
- Participate collaboratively in staff workgroups when appropriate

3. Facility Team Volunteers (10 %)

- Recruit and train volunteers for Facilities.
- Invite members to get involved and serve the church body of RLM.

4. Miscellaneous (5 %)

- Work with Congregation in a way that glorifies God
 - In weekend services – model participation (friendliness, recruiting, attendance)
 - Be visible and a model for volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, etc.)

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- Able to work in a way that is fast, reliable, and versatile.
- Strength and endurance to perform multiple tasks in the functions of the job include: adapting to changing work priorities; displaying basic mechanical aptitude; meeting deadlines and schedules; and setting priorities; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.
- Able to strive and hold to be true *Real Life Ministries’ Core Beliefs*
- Character to be known as and defined by *Real Life Ministries’ Core Character Values*
- Observable and measureable knowledge, skills, abilities, and personal attributes in *Real Life Ministries Core Competencies*
 - Administrative Skills: **Must know how** to utilize systems and processes efficiently. This means paperwork, timesheets, written reports, technology, computer skills, etc.
 - Problem Solving: **Must know how** to be solution oriented. Identifies problems and uses prayer, logic, judgment, and data to assess.
 - Decision Making: **Must know how** to make informed and objective decisions in a timely manner. Has an understanding of the impact those decisions might have on the organization.
 - Personal Responsibility: **Must know how** to take responsibility for personal actions and results.
 - Drive for Results: **Must know how** to meet and exceed objectives with enthusiasm. It is about not being content with the status quo, wanting to improve the way we do things and making it happen in a healthy unifying manner. This means striving for excellence in all things (not necessarily perfection).
 - Organizational Awareness: **Must know how and be able to teach to others** an understanding of the various aspects of the organization (including workings, structure, and culture) and how it all fits together for the greater overall goal, vision, and mission.
 - Initiative: **Must know how and able to model to others** to have a willingness to take action and next steps on your own. The ability to begin or to follow through energetically with a plan or task.
 - Adaptability: **Must know how and able to model to others** that is able to quickly adapt to change and readily considers new approaches. This includes the ability to be flexible and change course when necessary.
 - Follow Through: **Must know how and able to model to others** that has the ability to follow-through and complete a project or objective without the need of constant prodding or reminding.

- Observable and measureable knowledge, skills, and abilities in the following *Maintenance-Related Core Competencies*
 - Handyman: **Must know how** to perform a wide range of repairs. These tasks include trade skills, repair work, maintenance work, are both interior and exterior, and are sometimes described as "side work", "odd jobs" or "fix-up tasks". Specifically, these jobs could be light plumbing jobs such as fixing a leaky toilet or light electric jobs such as changing a light fixture.
 - General Maintenance: **Must know how** to perform basic tasks involved in the upkeep of grounds, exterior structures, buildings, related fixtures, and utilities; and demonstrate basic understanding of blueprints and schematic drawings. Tasks range from minor to major, from unskilled to highly skilled, and include painting, drywall repair, remodeling, minor plumbing work, minor electrical work, carpentry, sheetrock, crown molding, vehicle maintenance, and furniture assembly.
 - Inspections: **Must know how** to proactively and routinely perform visual examinations and operational tests of buildings and grounds functions; to determine the need for, and performance of, repair work.
 - Equipment & Vehicles: **Must know how** to operate forklift, man-lift, tractor front loader, snow and ice removal tools and equipment.
 - Mathematics: **Must know how** to perform simple calculations using "shop math" for linear, spatial and volumetric measurements; and calculate estimation of costs of projects; and **must know how** to determine most economical materials and equipment for use in repair or replacement activities based on maintainability, sustainability and life cycle costs.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Work Environment

- While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering- We recognize there are many ministry areas to serve in at Real Life Ministries and you may feel called to serve in those areas on a volunteer basis. Real Life Ministries would like to support you in your desire to serve. Any hours served in volunteer ministry are not required for this position that you have been hired for and as such will not be compensated.

Employee Name: _____

Employee Signature _____ Date _____