

Valley Christian School

Maintenance Technician Job Description

Reports to the Facilities Director

Job Summary:

The Maintenance Technician will help maintain and repair school buildings and grounds in a safe, clean, and properly functioning condition. This position reports to the Facilities Director.

I. Responsibilities:

1. Assist the Facilities Director as needed.
2. Knowledgeable of best practices and operation of a wide range of power & hand tools used in the maintenance and repair of building facilities.
3. Complete repairs in a timely fashion as requested on work orders or by Supervisor.
4. Must be able to troubleshoot as well as identify preventative maintenance requirements.
5. Perform routine daily, monthly, and annual maintenance activities.
6. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning facility.
7. Will be needed occasionally after school hours for special events. Assist with event set-ups and break downs or events and activities.
8. Provide friendly, courteous service to all staff, students, parents, and visitors.

II. Requirements

1. High School Diploma or equivalent
2. Experience within the trades or facility maintenance
3. Current CPR/First Aide certification, or ability to become certified
4. Valid driver's license
5. Exhibit Christian attributes and characteristics both on and off campus
6. Past criminal background check
7. Able to work independently with little supervision and be trustworthy and reliable
8. Able to problem solve and take initiative as needed
9. Follow the Valley Christian rules and requirements in the Statement on the Ministry in Teaching and Statements of Faith

III. Physical Demands:

1. Ability to lift, push, pull, or carry up to 75 pounds and occasionally greater for reasonable distances.
2. Ability to work in all weather conditions.
3. Ability to climb, stoop, crawl, kneel, stand, use fine finger dexterity, and walk for long periods of time.

4. Operate a 20-foot vertical lift.

III. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

Mission Statement: Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

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