

Job Description
Facility Maintenance Technician
Good Shepherd Lutheran Church
8575 S 700 E Sandy, Utah
801-255-8181

Job Description:

The **Facility Maintenance Technician** position is a full-time job with benefits and reports to the Office Manager. The primary function is to ensure the facility is maintained, cleaned and in good working order. Preventative maintenance, repairs, and facility upkeep are the main requirements of this job (including 4 rental properties adjacent to the church grounds.) Priorities and set up for **GSLC** functions will depend on the schedule each week. Hours may be flexible. And some weekend hours may be required. Schedule will be coordinated with the Office Manager.

Job Responsibilities:

- Perform repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing fixtures and partitions; replace damaged ceiling and floor tiles, repair carpet, and replace light bulbs. Provide maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems.
- Clean and sanitize restrooms. Dust, mop and vacuum facility, empty & clean trash receptacles.
- Mow and fertilize lawn, plants and maintain flower beds, irrigate, and maintain irrigation system. Trim trees and sprays for insects.
- Collect and dispose of waste, shovel snow, maintain outside sidewalks and keep outside premises in an orderly condition.
- Move furniture and equipment as needed.
- Scrub, wax, and polish floors as needed; clean carpets and upholstery as needed.
- Supervise volunteers to accomplish facility goals.
- Order and stock materials and supplies pertinent to the maintenance, use and upkeep of the facility.
- May perform routine carpentry work and painting.
- Act as second in line for alarm calls.
- Work with the Office Manager to contract for major repairs, necessary inspections and to plan for the next year's budget requests.
- Work closely with the Office Manager to prioritize tasks and update weekly task sheet.
- Respond to texts and emails from contractors and office staff.
- Other duties assigned by the Office Manager.

Job Qualifications:

- Applicant must be a professing **Christian** with integrity and character who enjoys serving the needs of others and can work harmoniously with others.
- Applicant should fully support the mission of **GSLC** and its leadership team.
- Applicant should be skilled in the operation of a variety of tools and equipment, possess the ability to understand and carry out routine oral and written instructions in English, and make routine decisions independently.
- Applicant must be able to sustain long periods of physical activity and be able to carry at least 50 lbs.
- Applicant must have a general knowledge of cleaning and waxing compounds, heating and ventilating equipment, lawn mowers, irrigating systems, snow blowers, lawn and plant fertilizers

and insecticides, floor buffers, custodial equipment, and basic tools utilized in building maintenance.

- Applicants must have the ability to lead and build teams.

Disclaimer:

This job description indicates the general nature of work performed by this employee. It should not be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Because we are the Body of Christ, we serve one another in a variety of functions as the need arises.