

Job Description: Maintenance & Facilities Technician
Part-Time Employment

Purpose:

The Maintenance and Facilities Technician helps keep Suncrest's building safe, cared for, and ready for the people who use it. Through practical maintenance, attention to the space, and communication with the Operations Manager, this person supports the staff, volunteers, and ministries who welcome people and help them connect with others and take next steps.

Role and Responsibilities:

- Perform routine inspections and preventative maintenance throughout the facility. (ie: lightbulbs, ceiling tiles, floor transitions, etc.)
- Assist with general repairs and maintenance, including basic plumbing, electrical, carpentry, painting, doors, locks, fixtures, and equipment.
- Scheduling general repairs with appropriate contractors that are beyond abilities, and meeting contractors on site for said repairs.
- Scheduling contractors for yearly inspections on back flow system, fire extinguishers, and fire alarms, and meeting contractors on site for said inspections.
- Maintain the exterior grounds, including weed management in garden beds, minor trash removal on the grounds, and seasonal snow/ice removal on sidewalks that is outside of the scope of hired contractor's work.
- Assist with maintaining interior of building between janitorial services.
- Assist with setup and teardown for events, meetings, and other functions.
- Assist with moving and organizing furniture, displays, and other materials.
- Use hand and power tools safely and effectively.
- Follow established safety procedures and properly use required safety equipment.
- Communicate maintenance issues and facility concerns to the Operations Manager.
- Work cooperatively with all departments to maintain a welcoming, clean environment.
- Main contact for building security system.
- Perform other duties as assigned.

Ideal Candidate:

- Reliable, hardworking, and able to work independently as well as part of a team.
- Basic knowledge or experience in plumbing, electrical, carpentry, landscaping, or general facility maintenance is preferred.
- Comfortable working with hand and power tools.
- Willing and able to perform physical, hands-on work both indoors and outdoors.
- Able to lift up to 50 pounds.
- Valid driver's license or ability to obtain one.
- Ability to safely operate or learn to operate maintenance equipment, including snow blowers and scissor lift.
- Positively represent the DNA/values of Suncrest.
- Verbal and written communication skills.
- Thoroughness, accuracy, propensity for follow-through and a detail orientation.
- Critical thinking and organizational skills.

Meetings:

- Weekly: 15Five check-ins and 1-on-1 with Operations Manager

Hours:

- Hourly position (20 hours). This role does have some on-call hours when emergencies require it.

This individual reports to the Operations Manager, who is responsible for the continued development and care for the individual in this role (alongside staff peers.)

How to Apply:

Interested applicants may submit a resume to Gena Lauridsen, gena.lauridsen@suncrest.org, and a brief introduction describing their background in maintenance/facilities, and why they would love to serve at Suncrest.