

Job Title: Maintenance Technician Assistant

Program: Facilities

Reports to: Facilities Director

Effective Date: March 25, 2025

Job Summary:

This position acts as an assistant for a maintenance technician. Duties include repairs, modifications, and improvements to the painted and finished surfaces on the interior and exterior of the facilities and furnishings, repairs, modifications, and improvements on all facilities and related equipment, and grounds.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Assists the maintenance technician with duties that are non-technical in nature.
- Support care of grounds and interior spaces, including preparations for weather events and cleaning up after events have concluded.

Project Support

- Secure and provide necessary equipment and tools needed for project completion, to include ladders, power tools, hand tools, etc.
- Support the maintenance technician in execution of projects by assisting with tasks as directed.

Logistical and Event Support

- Support procurement for the church campuses including pickup of orders and delivery to locations as directed
- Provide set up and tear down of chairs, tables, and other items for events.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Good verbal communication skills.
- Good interpersonal and customer service skills.
- Good organizational skills and attention to detail.
- Must be able to work minimum of an 8-hr day for duration of project(s) and follow directs from maintenance technician.

Education and Experience:

- Required Education: none
- Required Experience: none

Physical Requirements:

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

Work Location:

Examples:

Work is performed 100% on-site.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

Signature

Printed Name

Date