



JOB DESCRIPTION

Position Title: Campus Maintenance Technician
Reports to: Campus Manager

Campus: Mesa
Status: Full-time, Non-exempt

Position Summary: The Campus Maintenance Technician manages their daily assigned tasks and physical activities (interior and exterior) of buildings and grounds. They are responsible for all the campus needs including office and furniture moves, room set-ups, trash removal, general cleaning and completion of the daily duty lists as well as working with their manager to ensure quality appearance of the facility.

This position is connected to the faith and ministry of the church and moves forward the mission and vision of Central Christian Church.

Responsibilities:

- Maintenance and upkeep of church property through the use of various tools and equipment
- Maintain all equipment through filter exchange
- Participate in security when locking and arming/disarming Buildings
- Manage HVAC controls for facility
- Participate in the set-up for major church functions
- Involved with volunteer facility, paint and landscape teams
- Participate in all required yearly equipment and safety tests
- Participate in building access for ministries
- May oversee independent contractors and vendors: Cleaning, HVAC etc.
- Rotating 24/7 on-call facility contact
- Other duties as assigned

Knowledge, Skills and Experience:

- Strong work ethic
- Ability to have effective working relationships with people of varying skills and competencies
- Currently possess or able to obtain a valid Arizona Driver's License
- Experience doing maintenance work in similar type of environment preferred
- Detail oriented
- Excellent communication skills
- Able to multitask
- Excellent customer service skills
- Previous experience cleaning facilities

Competencies:

- **Action oriented** – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- **Situational adaptability** – Adapting approach and demeanor in real time to match the shifting demands of different situations.
- **Customer focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Communicates effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.

Role model in personal life:

- Must align with the mission, vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the mission and core values of Central.

Physical Requirements: This position is indoors and outdoors. Must perform occasional lifting, carrying, pushing and pulling of objects weighing up to 40 pounds. Talking, hearing, seeing, typing is required with occasional stooping, crouching, and reaching being necessary. Position requires approximately 75% standing or walking and 25% sitting.