

## Job Description

---

### Position Title: Maintenance Technician

**Purpose of Position**

The Maintenance Technician is a member of the DMCS Facilities Team and supports the entire school campus by being the primary contact for facility maintenance and repairs. This position requires a broad range of skills and knowledge to maintain and repair school buildings, grounds, and equipment, or to arrange and oversee outside vendor services, when necessary.

**Position:**

- Full-time, 40 hours per week including working one Saturday per month
- Calendar Year
- Hourly, At-will employee

**Reports To:** Facilities and Property Manager

**Evaluated By:** Facilities and Property Manager

**Direct Reports:** None

**Qualifications:**

- High School Diploma or GED.
- Professional certification and/or experience in any related trade preferred (such as Electrical, Plumbing, HVAC, Construction/Maintenance).
- Must be able to stand or walk for eight hours in a day, frequent heavy lifting of 50 pounds, climbing, stooping, bending, kneeling and reaching.
- Possesses basic computer skills (email, Microsoft Word, Excel).
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

**Professional Profile:**

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem solving skills.
- Energized by fast-paced work.
- Ability to manage multiple tasks and projects at the same time.
- Demonstrates ability to work collaboratively with other departments.
- Manifests effective verbal and written communication skills.
- Committed to customer service.

**Responsibilities:****Facility/Property Maintenance**

- Assesses maintenance needs of the facility and overall property and determines when repairs/services can be completed internally or when an outside vendor is needed.

- Performs maintenance, adjustments, and repairs as needed (including but not limited to: proficient in the use of hand tools, small power tools, gardening tools, minor plumbing and electrical, lumber, building materials, cleaning supplies, and ladders and aerial equipment.)
- Tracks and communicates status of maintenance requests to requestors and other interested parties to ensure timely feedback and accountability.
- Monitors inventory and supplies as needed for assigned areas of responsibility and coordinates with manager to purchase.
- Assists with setup for events including performing cleaning and other maintenance tasks to prepare for the event.
- Assists Groundskeeping & Facilities Specialist with seasonal winter work (including but not limited to: snow removal, sidewalk care, parking lots, driveways).
- Other duties as assigned.

**Building Safety & Security**

- Responsible for opening and/or closing school buildings, when necessary.
- Monitors the security and safety of the facility and grounds.
- Ensures all facility and property meet applicable compliance and safety regulations.

**Vendor Services**

- Keeps electronic maintenance records and schedules for preventative maintenance.
- Coordinates contractors and vendors supplying construction, maintenance, HVAC, grounds and cleaning services.
- Plans and schedules maintenance in coordination with the school calendar, when needed.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_  
Maintenance Technician

\_\_\_\_\_  
Property Manager