Maintenance Technican Job Description

First Presbyterian Church Fort Worth

Position:	Maintenance Technician	Reports To:	Chief Engineer / Director of Facilities
FLSA Status:	Hourly, Non-Exempt	Schedule:	Full-time, rotating schedule, frequent Sundays and some Saturdays, with OT as needed
Location: Properties of First Presbyterian Church Fort Worth			

Opportunity:

Our facilities team is seeking a technically inclined Maintenance Technician to support the properties of First Presbyterian Church Fort Worth (144k sq ft church, 7500 sq ft office building, and 15k sq ft community outreach facility) with experience in at least 2 of the following areas: chillers, cooling towers, boilers, plumbing, mechanical, or electrical.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Support and monitor maintenance for all equipment within our three facilities
- Perform routine and daily inspections, preventive maintenance, and repairs for all exterior and interior facility-related issues
- Respond to facility-related requests, such as building security, event setup/breakdown, and cleaning
- Load, unload, and route deliveries within the buildings as necessary
- Collaborate and partner with team members, departments, and volunteers to help each area achieve their goals
- Perform daily property walks and inspections to proactively identify and resolve issues, ensuring compliance with safety regulations and building codes as assigned
- Respond promptly to maintenance emergencies, minimizing disruption to activities
- Document and track routine preventive maintenance for HVAC, plumbing, vehicles, and other systems (both mechanical and non-mechanical)
- In collaboration with the entire facilities team, ensure all properties are safe, clean, and well-maintained to support the staff, congregation, and community activities
- Maintain church grounds, ensuring outdoors are clean, safe, and aesthetically pleasing. Move event signage to designated locations
- Keep work areas clean and free of unsafe conditions, follow all safety protocols, and use products and equipment according to the manufacturer's instructions. Maintain tools and equipment in optimal working order through preventive maintenance
- Notify the Chief Engineer / Director of Facilities of any needed repairs or replacements
- Embody and uphold the organizational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Previous experience utilizing generally accepted construction and repair procedures and materials used in the areas of mechanical, electrical, plumbing, commercial air conditioning (chillers/cooling towers), boilers, and/or related trades

- A combination of education and experience will also be considered
- Must have a valid driver's license and an acceptable Motor Vehicle Driving (MVR) record
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Knowledge and understanding of industrial maintenance, including chillers/cooling towers, boilers, electrical, plumbing, mechanical, and/or carpentry
- Understanding of preventive and corrective maintenance procedures and best practices
- Ability to work in a fast-paced environment, sometimes under pressure, while remaining flexible, efficient, and maintaining a pleasant demeanor
- Strong organizational and time management skills to prioritize tasks, adapt to changing circumstances, and manage multiple projects simultaneously
- Familiarity with safety regulations, building codes, and other relevant safety and compliance standards
- Proficient in basic math and reading. Ability to read and interpret plans, specs, instructions, and blueprints in English
- Ability to work collaboratively in a team environment and with other departments
- Competent in problem solving, assessing situations objectively, and managing unexpected emergency situations with composure
- Capable of working independently with minimal supervision, following verbal and written instructions in English, adhering to process protocols, and applying established protocols in a timely manner
- Attention to detail and a commitment to maintaining high standards of customer service
- Intermediate English communication skills to effectively understand and follow directions and positively interact with church staff and congregants
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Physical Requirements:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for qualified individuals with disabilities.

- This role is 100% onsite and is crucial in ensuring all facilities are safe, functional, and well-maintained to provide a hospitable atmosphere for all visitors, congregants, and staff; and therefore, punctual and daily onsite attendance is required. This position regularly works on weekends (frequent Sundays and some Saturdays) and may work overtime as needed.
- Constant movement throughout buildings, properties, and levels, and ability to frequently stand, walk, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and lift up to 50 pounds regularly using proper lifting techniques.
- Ascend or descend ladders, stairs, scaffolding, ramps and the like using feet and legs or hands and arms
- Digital dexterity is required to reach items with hands and arms or operate hand and power tools.
- Visual acuity to perform activities, such as hazard identification; counting; or reading blueprints, schedules, instructions, or a tape measure
- Must hear with aid, converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments
- Ability to operate equipment or power tools commonly used in general cleaning/maintenance and work safely around moving machinery

- The work environment is primarily indoors with occasional outdoor activities in varying weather conditions
- Frequent exposure to bodily fluids, illness-causing bacteria and viruses, dust, cleaning supplies, or other particles are expected. May be exposed to slippery or uneven walking surfaces
- Must adapt to workplace stressors like noise, emergent situations, and competing priorities while maintaining the safety and cleanliness of the facilities
- Ability to travel between our locations as needed

Team:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

As an equal opportunity employer, we welcome all qualified candidates eligible to work in the United States; however, we cannot sponsor visas.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and is paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Paid time off includes PTO, 10 holidays, paid parental leave, and more
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability