



Position Title: Maintenance Tech (Full-Time; 30 hours/week)
(Monday-Friday; 3rd Rotational Sunday)

Position Summary

The Maintenance Tech at WoodsEdge plays an essential role in supporting the maintenance, operations, and overall safety of the church's facilities. This position works closely with the Director of Facilities, church leadership, and external contractors to help ensure a safe, welcoming, and functional environment for worship services, events, and community activities. Responsibilities include assisting with facility upgrades, renovations, routine maintenance, and troubleshooting, as well as contributing to various improvement and construction projects.

Key Roles and Responsibilities

- Review and identify projects that need to be serviced by outside contractors; maintain files and inventory records of supplies; set priorities; coordinate several projects simultaneously; plan and coordinate work schedules
- Develop and maintain effective working relationships with other staff and WoodsEdge guests
- Participation in staff functions including all staff prayer
- Set up/reset environments for WoodsEdge events
- Safety and security
- Landscaping
- Cleaning
- Routine weekly maintenance
- Mechanical/electrical
- Property and auto
- WoodsEdge standards
- Training

Success Outcomes:

- Well-maintained property including buildings and grounds
- Maintains personal safety and safety of others

Requirements

- High school graduate or equivalent work experience preferred
- General carpentry, plumbing, HVAC, and electrical knowledge and repair abilities
- Computer skills including knowledge of Excel, Outlook, Word, and capability of learning energy monitoring systems
- Knowledge of standard practices and tools used in the maintenance and repair of building facilities

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required

- Commitment to ongoing personal growth in spiritual maturity and professional growth.
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A lifelong learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional Responsibilities as assigned. Servant's heart for whom no job is too small.

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable