



## **JOB DESCRIPTION**

### **Maintenance Technician**

Name:  
Supervisor: Executive Pastor of Administration  
Interfaces with: All Ministry Departments  
Hiring basis: Full-time  
Benefits: See current pathway staff handbook

#### **PURPOSE AND PRIMARY RESPONSIBILITIES**

The Maintenance Technician will provide hands-on maintenance of the physical church, school, facilities, and grounds (80,000 square feet and 44 acres) in operating excellence, cleanliness, and safety conditions. The Maintenance Technician will be involved in the installation, repair, and upkeep of the church's facilities and will ensure that Pathway Church staff and congregation have the best physical resources available to do ministry and to have community. The goal is to provide the church facilities that are well-cared for and adequate to support the church's operations.

#### **PERSONAL SPIRITUAL RESPONSIBILITIES**

- Consistently maintain an intimate and personal relationship with God
- Continually support Pathway Church and Lead Pastor in prayer and encouragement
- Regular involvement in a discipleship environment
- Honor God in this role with an attitude of servant leadership.

#### **LEADERSHIP RESPONSIBILITIES**

- Develop healthy teamwork with fellow staff members and volunteers.
- Commit to personal leadership growth and development plan with direct supervisor.
- Attend weekly staff meetings.

#### **POSITION TASKS**

- Facility: Perform diagnosis, repairs & installations as needed. Responsible for long-term maintenance planning under direct supervision from a supervisor. Coordinate annual and quarterly inspections. Utilize space to manage facility maintenance.
- Events: Coordinates and performs setup and teardown for regular and special events.
- Grounds: Grounds clean up, parking lot care & maintenance.
- Staff & Volunteers: Support staff by maintaining office and ministry settings optimized for ministry.
- Communicate with the direct supervisor to buy materials for repairs or daily functions.
- Communicate with the supervisor about volunteer opportunities for approval.
- Build relationships with volunteers, ministry leaders, and staff, as well as any outside vendors.
- Coordinate and communicate with supervisor to discuss serve days, and then get with volunteer lead to help plan.
- Create an organized and clean environment for the Pathway Shop daily.
  
- Ability to carry over 50 lbs, sit and stand for long periods, climb ladders, and use cleaning chemicals.
- This position requires a solid understanding of technical aspects related to mechanical, electrical & plumbing systems, etc.
- Working knowledge of facilities, machines, and equipment.
- Ability to keep track of and report on activity using Microsoft Teams, Microsoft Office, and software provided by Pathway.
- Maintain building security daily.

#### **ESSENTIAL ATTRIBUTES**

- Dependable, friendly, organized, ability to work with other staff and volunteers.
- Ability to prioritize the weekly tasks
- Helpful skills: Teamwork, Service and Craftsmanship
- Ability to work in Microsoft 365 suites.

Initials \_\_\_\_\_



**EMPLOYEE ACKNOWLEDGEMENT**

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

Salary Amount: \_\_\_\_\_

I hereby acknowledge the above listed Position Description as my employment responsibility. I understand that it will be the guiding factor in the evaluation/review process. I intend to follow Biblical principles, the vision of Pathway Church as established by the Lead Pastor and Board of Directors and all organizational documents. I have received and reviewed the current Pathway Staff Handbook to which I will adhere.

Signature: \_\_\_\_\_

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

**SUPERVISOR ACKNOWLEDGEMENT**

Signature: \_\_\_\_\_

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