



ST. ANDREW

# Facilities HVAC/Maintenance Technician

## **Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ**

**At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.**

## **Summary**

Under the direct supervision of the Building Operations Manager, the Facilities HVAC/Maintenance Technician is responsible for performing routine building maintenance tasks in one or more fields (e.g. HVAC, electrical, plumbing, carpentry, etc.) This position performs general maintenance and other tasks as assigned. A good relationship with Church members, staff and outside groups as a partner in ministry is essential to fulfill the mission and vision of St. Andrew Methodist Church.

## **Essential Functions**

- Conduct service on all HVAC equipment, including diagnosing, troubleshooting and repairing commercial HVAC units in addition to standard preventative maintenance (PM's)
- Oversee facilities operations and building controls on weekend shifts (Saturday evenings and/or Sunday mornings); building controls training will be provided
- Change light bulbs/ballasts/fixtures, interior and exterior, as needed
- Repair, maintain/monitor all maintenance equipment
- Paint, remodel, refurbish areas as needed
- Room setups of tables and chairs as needed
- Remove and properly dispose of all job-related trash and recyclable materials
- On call maintenance for all facilities in absence of others
- Maintain the general cleanliness of the building interior
- Assist with building or remodeling projects, assist with office moves
- Must be able to work flexible hours

## **Competencies**

- Microsoft Office Suite
- Ability to work with high voltage commercial electricity
- Ability to work with minimal supervision
- Customer Service Oriented
- Flexible
- Strong communication
- Interpersonal skills
- Detail Oriented
- Organized

## Supervisory Responsibility

This position does not have any supervisor responsibility.

## Physical Demands

- Ability to push/lift 75 pounds
- Ability to climb ladders
- Bending at waist, sitting, kneeling, climbing, walking, crouching as job may require
- Ability to work in extreme temperatures
- Working in high noise levels requiring hearing protection
- Working around lubricants, solvents, batteries, cleaning fluids, paints

## Position Type and Expected Hours of Work

This is a non-exempt full-time position at 36.5 hours per week. Office hours will be set but are flexible around morning/evening events or other church activities. Sunday 8:00 a.m. to 12:30 p.m. is a requirement. This role is expected to be available to be on-call for after-hour emergencies as needed.

## Travel

No travel is expected for this role.

## Required Education and Experience

- Experience with diagnostics, troubleshooting and repair of commercial HVAC systems
- HVAC license is preferred
- EPA Section 608 Certification, Types 2 and 3 (or Universal) is preferred
- 2-5 years of working experience in commercial facilities maintenance
- Understanding of commercial electrical, plumbing, and carpentry
- Bilingual skills helpful, English/Spanish
- High school education or equivalent
- Experience in a church environment is preferred

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**To be considered for this position, email your resume and cover letter to [resume@standrewmethodist.com](mailto:resume@standrewmethodist.com)**