

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.
- 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)/
- Experience in any related trade (Electrical, Plumbing, Construction/Maintenance) preferred.
- Born-again Christian.
- 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 a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Energized by fast-paced work.
- Ability to manage multiple tasks and projects at the same time.
- Characterized by integrity.
- Maintains confidentiality.
- Demonstrates ability to work collaboratively with other departments.
- Demonstrates excellence in communication, writing, and customer service skills.

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

- Assesses maintenance needs of the facility, grounds and overall property and determines when repairs/services can be completed internally or when an outside vendor is needed.
- Tracks and communicate status of maintenance requests to requestors and other interested parties to ensure timely feedback and accountability.

- Performs minor 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.)
- Maintains grounds and performs seasonal ground work (including but not limited to: sidewalk care, snow removal, lawn care, shrubs & landscaping, parking lots, driveways and fencing, trash pick-up).
- Maintains the track, athletic complex and athletic field.
- 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.
- Other duties as assigned.

Building Safety & Security

- Manages the process of assigning building keys and fobs for employees, parents and other personnel.
- Responsible for opening and/or close school buildings when necessary.
- Monitors the security and safety of the facility and grounds.
- Ensures all facility and grounds meet applicable compliance and safety regulations.

Vendor Services

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