



JOB DESCRIPTION

Vacaville Christian School - Maintenance Service Technician

Summary of Position: The Maintenance Service Technician will join the maintenance team to service the VCS Campus. With direction from the Facilities Manager, this position will take a proactive outlook to complete maintenance and custodial tasks.

Supervisor: Facilities Manager

Hours of work: Typical work hours 9:00am to 5:30pm, available from 6:00am to 6:00pm most days, may include some nights and weekends.

Position Classification: Non-Exempt, Calendar C

Duties & Responsibilities:

1. Perform repairs campuswide to include carpentry, plumbing, painting, electrical, roofing, concrete, stucco, landscaping, or other items as instructed.
2. Perform routine maintenance of all equipment including but not limited to, golf carts, lawnmowers, weed eaters, gas powered mules and power tools.
3. Perform routine maintenance on all HVAC Systems
4. Perform help desk items in need of repair and replacement
5. Periodically review service inventory and prepare a list of items in need of replenishing.
6. Work closely with Facilities Manager to develop skills
7. Collaborate with the Facilities manager on special projects
8. Janitorial Services as needed such as cleaning, sanitizing, extracting of vomit or other human spoils.
9. Routine Cleaning of campus to include, brooming, washing and picking up trash
10. Routing painting and touch up throughout campus
11. Set up and tear down of tables, chairs, stages, risers, projector screen or other items as needed
12. Maintains high level of enthusiasm and positive direction for team members
13. Shares ideas for facilities improvement
14. Other duties as assigned

Personal Qualifications:

1. Affirms that, as part of the qualifications for this position, he/she is a follower of Jesus who knows the Lord Jesus Christ as Savior.
2. Demonstrate a strong passion to uphold the Vision, Mission, Educational Objectives, Statement of Faith, Doctrine, and Core Values of Vacaville Christian Schools.
3. Represent the school in a favorable and professional manner to the school's constituency and the general public.
4. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.

5. Ability to move about the school building(s) and campus. Employment-related reasonable accommodation for qualified individuals with disabilities will be provided where the accommodation does not pose an undue hardship (reference the Employee Handbook).
6. Ability to follow the Matthew 18 Principle in dealing with leadership, faculty, administration, and parents.

Competencies & Skills:

1. A minimum of 4 years experience in one or more of the construction trades, i.e. plumbing, carpentry, tile, electrical, roofing, sheet metal, heating and air conditioning, irrigation, grading, fencing, landscaping, windows, doors, etc.
2. Valid driver's license and good driving record
3. Ability to read and comprehend simple instructions, short correspondence, and memos.
4. Ability to write simple correspondence.
5. Ability to apply common sense, understand and carry out detailed but uninvolved written or oral instructions. Ability to research, compile information and analyze facts and make recommendations based on information.

Physical Demands and Work Environment:

1. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Must be able to use construction tools required of the job. Must be able to climb ladders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electric shock. The noise level in the work environment is usually moderate. The work environment characteristics described represent those an employee encounters while performing the essential functions of the job.

Educational Requirements

1. HS Diploma or GED

Reports to:

- *Facilities Manager*

Acknowledgement

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

Employee signature below constitutes the employee's understanding of the requirements, essential functions, competencies, qualification and duties of the position.