



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Lead Maintenance Technician			
Reports to:	Director of Facilities Management and Security	Effective:	2/15/2023
		Updated:	2/15/2023
Directly Supervises:		Status:	Full-time
		FLSA:	Non-Exempt
Job Summary:			
The Lead Maintenance Technician is responsible for ensuring the mechanical controls in the building are maintained, ready and safe for all church programming.			
Essential Functions:			
<ul style="list-style-type: none">• Perform daily check of mechanical facilities, recording findings on log sheets. Responsible for general and preventative maintenance tasks as assigned by the Director of Facilities Management and Security and the eSpace system. Oversight of maintenance tasks assigned to other staff and train/inspect such tasks.• As directed, maintain communication and working relationship with contractors, vendors and companies with whom the church has service agreements, contracts, work orders, etc.• Maintain all service records.• Work closely with the Director of Facilities Management and Security to update, prioritize, and implement the long-range restoration and replacement plan for church facilities and systems.• Perform electrical and plumbing repairs and replacements that can be handled internally.• Monitor irrigation and sprinkler settings to ensure the desired results for well-maintained grounds, landscaping and plantings.• Responsible for the routine service of the UTV and other gas-powered machinery to ensure safe and operable conditions.• Perform general maintenance of the building finishes: wall and plaster repairs, floor tiles, ceiling tiles, door kick plates, door locks and all minor repairs for all departments. Be watchful of possible areas that could create a safety concern or larger maintenance/repair problem if left unchecked.• Ensure proper signage is located throughout the facility and grounds. Ensure that all material handling sheets are posted in proper areas.• Check batteries in smoke detectors and emergency lighting fixtures. Schedule inspections and ensure that all equipment and systems are properly maintained.• Maintain organized inventory of maintenance supplies and parts to overcome common equipment failures.• Inventory and maintain church hand tools, power tools, cords, electrical equipment, workbench areas, tool cabinets, key cabinets, and key control systems.• Oversee the inurnment process.• Assigned alarm duty to be on call to respond to emergency maintenance calls.• Attending weekly Facilities Management staff meetings.			

- Attend monthly All-Staff meetings.
- Other duties as assigned.

Minimum Qualifications:

- Knowledge of HVAC controls, electrical-plumbing repairs, irrigation and sprinkler systems, alarm systems, mechanical skills, general maintenance abilities, and basic carpentry.
- Ability to perform minor repairs within the facility.
- Ability to respond to emergency situations.
- Must exhibit good oral and written communication skills.
- Basic keyboarding technique to access systems programming.
- High School Diploma/GED

Physical Qualifications:

- Must be able to climb stairs and ladders.
- Must be able to stand and sit for long periods of time.

Core Competencies:

- **Attention to Detail:** Must be able to see the large picture and at the same time look at each individual component to ensure the facility is prepared for all events.
- **Ethics and Values:** Must honor Second Presbyterian Church’s ethics and values, especially when working with vendors and during vendor selection.
- **Influencing Others:** Encourage others to work as a team, respecting each other’s gifts and differences. Create an environment where staff feel valued and protected.
- **Decision Making and Problem Solving:** Uses sound logic and experience to approach difficult and/or dangerous problems. Can remain calm in the midst of crisis and help others feel confident in the solution.
- **Hospitality:** Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; seeks the wisdom and guidance of appropriate mentors-

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.