

TEXAS BAPTIST CHILDREN'S HOME
POSITION DESCRIPTION
MAINTENANCE TECHNICIAN

POSITION ASSIGNMENT

Position Title:	Maintenance Technician
Company:	TBCH
Status:	Part-Time, Non-Exempt
Reports to:	Maintenance Supervisor

TBCH VISION

Texas Baptist Children's Home embraces children and families in need in order to empower and equip them for a promising future.

Three Key Results for TBCH:

1. Best in class client outcomes
2. Securing our shared future
3. Be the employer of choice

POSITION SUMMARY

Provide assistance to the Maintenance Supervisor in keeping all grounds and equipment in good working order. Complete all maintenance requests as assigned. Assist in Commissary as needed.

KEY RESPONSIBILITIES

- Meet with Maintenance Supervisor daily for all work assignments.
- Work cooperatively with maintenance team.
- Maintain all equipment and facilities.
- Maintain all grounds and landscaping.
- Communicate work progress with Maintenance Supervisor and other staff as needed.
- Assist with pick-up of donations and delivery of furniture to clients as assigned by Supervisor.
- Provide support to Commissary staff when assigned.
- Any other tasks assigned by Maintenance Supervisor.

BEHAVIOR BASED COMPETENCIES

- Christian, biblical behavior is expected at all times and includes but is not limited to the following: Honors God by lifestyle and is a positive Christian role model both personally and professionally. This person must agree with and live the TBCH's Mission, Vision, and Core Values.

- Ability to perform duties with moderate supervision. A supervisor is usually available. Most tasks are governed by standard practices; however, some are not. Problem-solving skills and prudent judgment are required.
- Ability to complete multiple tasks and meet deadlines through proactive action.
- Must be self-motivated with good organization and time management skills.
- Capable of working with a team.
- Must be literate.
- Able to be trained to operate maintenance equipment and machinery.
- Must be able to understand and follow all safety regulations.
- Ability to drive assigned vehicles with appropriate Texas Driver's License. Must be eligible to be insured under the agency's vehicle insurance.
- Sufficient good health to properly discharge duties.
- Must be able to work a flexible schedule, including evenings, weekends and holidays as needed.
- Able to cross-train with other maintenance personnel, as necessary.

POSITION QUALIFICATIONS

- High School Diploma preferred.
- This position requires a person skilled in building maintenance and equipment.
- Previous experience operating machinery and equipment related to maintenance.
- Approved criminal background report.
- Good problem-solving and decision-making skills.
- Ability to qualify under agency vehicle insurance.
- Part-time non-exempt position.

PHYSICAL REQUIREMENTS

- May require strenuous physical work: heavy lifting, pushing, or pulling required objects up to 50 pounds.
- Ability to use up to 35 pounds of force occasionally and/or up to 20 pounds of force frequently and /or up to 15 pounds of force continuously to move objects and/or people.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.
- Ability to stand and walk for extended periods, frequently for up to 8-10 hours per shift.
- Ability to frequently bend, stoop, kneel, crouch, climb ladders, and work in tight or elevated spaces.
- Ability to use hands and arms for grasping, reaching, handling tools, and performing repetitive motions.
- Ability to work in varying indoor and outdoor conditions, including exposure to heat, cold and inclement weather.

WORKS COOPERATIVELY WITH

- Maintenance Department Supervisor
- Maintenance Department Staff
- TBCH & CAHM Staff
- Volunteers

ANNUAL PERFORMANCE REVIEW BY

- Maintenance Supervisor

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Maintenance Technician for TBCH and can perform the essential functions required. I have received a copy for my records.

Received by: _____
Signature

Date

Print Name