



**Job Description: Maintenance Technician**

**Department: Retreat Ministries**

**Reports to: Maintenance Supervisor**

**Supervises: None**

- A. Relationships with other departments
  - 1. Works as a team with Guest Facilities Maintenance Supervisor
  - 2. Helps RM staff in preparing annual budget by updating on repair materials
  - 3. Maintain a cooperative and friendly manner toward fellow staff and guests
  - 4. Meets with other staff in weekly Chapel services
- B. Duties
  - 1. Responsible for assisting in maintenance of retreat facilities and grounds.
  - 2. Maintain buildings' exterior and interior, including systems of electrical, fire alarm, heating, cooling, water, septic, pool.
  - 3. Maintain grounds, including driveways and walkways; lawns: cutting, leaf removal, snow removal, tree maintenance.
  - 4. Perform building remodeling and renovations, including framing, drywall, painting, etc.
  - 5. Repair and maintain equipment and furniture.
  - 6. Make purchases of materials and supplies, with approval.
  - 7. Operate equipment, including trucks, tractors, lawn mowers, etc.
  - 8. Attend morning organizational meetings to stay up to date on assignments.

**Job Qualifications:**

- Completed education, preferably in vocational training, electrical, plumbing, or carpentry.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Committed Christian in lifestyle and attitude, with a desire to serve God in Retreat Ministries

**Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Standing and walking for extended periods; bending, pushing and pulling; lifting and moving heavy objects; climbing ladders; reaching overhead, dexterity of hands and fingers to operate hand and power tools; handling of chemicals.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from moderate to loud.