JOB DESCRIPTION
Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE:	**Maintenance Technician**
DEPARTMENT:	Facilities
REPORTS TO:	Director of Facilities
FLSA CLASSIFICATION:	Non-Exempt
JOB CODE:	Regular Full-Time / Part-Time / Seasonal

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

JOB SUMMARY

The **Maintenance Technician** is responsible for the repair and maintenance of those systems and components that comprise the Mo-Ranch physical plant. These include, but are not limited to, the buildings, dwellings, equipment, and vehicles. The Maintenance Technician must be able to function within the work order/request system and must see that these requests are carried out in an effective and efficient manner.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Carry out, as directed, work requests promptly, thoroughly, and efficiently.
2. Carry out preventive maintenance schedules and functions as directed.
3. Performs necessary inspections on equipment and systems to determine repairs needed.
4. Will participate in on-call availability for maintenance and emergency requests and needs of guests, groups, and management.
5. Will assist and work closely with guests, group and/or conference leadership & directors, group & conferences services coordinator, volunteers, and others to meet their immediate needs, keeping management informed of the scope and nature of same.
6. Will drive a Mo-Ranch vehicle on public roads as well as on Mo-Ranch property and do so in a safe, responsible and dependable manner. Maintains a personal driving record that meets the requirements of the Mo-Ranch insurance carrier.
7. Will assume other duties and responsibilities as may be delegated.
8. This position requires regular and predictable attendance as an essential function of the job.

QUALIFICATIONS

1. High School Diploma or equivalent.
2. Working knowledge of construction and building skills.
3. Working knowledge of HVAC systems, plumbing & fixtures, electrical circuitry, and basic auto mechanics.
4. Possess basic troubleshooting skills and able to identify and repair defective system components.
5. Knowledge and skills to solder, braze, and weld.
6. Good leadership & interpersonal skills and able to work well with others; good teamwork.
7. Ability and willingness to continue to learn new management skills and technical procedures to better serve the needs of Mo-Ranch. Will participate in Mo-Ranch's continuing education program.
8. Ability to assume leadership role as may be assigned or in absence of department chief.
9. Good organizational skills.
10. Must be able to speak, read, write, and understand English.
11. Ability to safely drive a Mo-Ranch vehicle; able to maintain current Texas driver's license and meet the insurance requirements of the Mo-Ranch insurance carrier.
12. Other duties and responsibilities as may be assigned.

GROOMING & UNIFORM

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Work is often physically demanding. Certain work is outdoors. Work hours will be regular but will occasionally require overtime, evenings, and/or weekends.
2. Requires ability and eligibility to drive a vehicle and be mobile for long periods of time.
3. Requires grasping, writing, standing, sitting, walking, hearing, visual acuity, and good speaking skills.
4. Requires the ability to lift, push, and carry a minimum of 50 pounds.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other different tasks be performed when circumstances (e.g., emergencies, changes in personnel, workloads, rush jobs, guest occupancy, or technological developments) arise.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

_____ _____

Employee Signature Date

_____ _____

Witnesses By: Date