



## **POSITION TITLE: MAINTENANCE TECH II (FULL-TIME)**

### **POSITION SUMMARY**

Responsible for maintaining facilities and equipment owned and operated by Christian City.

### **ESSENTIAL JOB FUNCTIONS**

- Pick up communication equipment and test to insure of proper operation.
- Pick up assigned work orders and review with Team Supervisor.
- Check with Team Supervisor for tools, parts, and vehicle.
- Make all repairs/replacement necessary to complete assigned work orders.
- Handle all emergency calls dispatched in designated work area.
- Turn in all completed work orders to Team Supervisor at end of each shift.
- Review all uncompleted work orders with Team Supervisor, before the end of each shift.
- Assure that all tools, keys, equipment and vehicles are stored properly.
- Complete all end-of-day assignments.
- Assist in the removal of campus trash and debris as assigned.
- Assist with set-up and break down of special events.
- Perform other assignments as designated by supervisor.

### **JOB QUALIFICATIONS**

#### **Education:**

- High school diploma or GED equivalency required.
- Minimum one-year additional advanced education.

#### **Experience:**

- Applicable experience required.

#### **Essential Skills:**

- Technical skills/aptitude required;
- Strong analytical skills in troubleshooting repairs and identifying proper repairs needed;
- Strong evaluation skills to assess the effectiveness of repairs made;
- Must be able to read, write, speak and understand English;
- Strong team orientation required;
- Must be able to drive and have a current Georgia driver's license.
- Must have a current Motor Vehicle Report and be insurable under Christian City's vehicle insurance.
- Must have and maintain all hand tools necessary for this level of work.

### **HOW TO APPLY**

Applicants may download application from website, print, and complete.

Submit applications via:

- Scan and email: [HRintern@christian-city.org](mailto:HRintern@christian-city.org)
- Fax: (770) 510-2447
- Send by mail: 7300 Lester Road, Union City, GA 30291
- Hand Deliver: Main Reception Area