

## MAINTENANCE MECHANIC

The Maintenance Mechanic manages the majority of the day-to-day repairs associated with the Cherry Hills Community Church and Cherry Hills Christian School campus and provides maintenance and upkeep of the electrical, plumbing, lighting, access control, security, and fire systems. In addition, the Maintenance Mechanic manages the HVAC systems and all motorized equipment and tools.

## RESPONSIBILITIES

### Provide Preventative Maintenance

- Assist in determining tasks, maintenance intervals and repairs on all motorized equipment/tools
- Perform and document preventative maintenance on building systems as directed (such as HVAC)
- Perform light repairs on boilers for heating purposes

### Maintain HVAC Building Systems

- Understand operations and systems of all HVAC units; Schedule HVAC vendor for all major repairs
- Perform light repairs (i.e. fuses, contactors, etc.)

### Complete Help Desk Tickets/Requests with Excellence

- Assist with and solicit bids as needed to purchase materials needed to complete requests
- Document resolution and completion of projection

### Manage Maintenance Department Physical Resources

- Plan, schedule, and assist with purchasing necessary supplies to coincide with projects and scheduled preventative maintenance

### Assist with Snow Removal as Needed

### Assist, Train, and Direct Volunteers

### Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

### Report Hours and Request Time Off Through Paycom Payroll System

### Utilize and Complete Documentation for Key Organizational Systems (Fire System, Help Desk, HVAC control)

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Maintenance Supervisor

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership
- Accept and uphold CHCC's Essentials of Our Faith

## REQUIREMENTS

- High School diploma or GED
- Must be able to lift 100 lbs.
- Proficient in the safe operation of all equipment used and knowledge in HVAC systems

