

**ST. PAUL'S LUTHERAN CHURCH, ELCA  
127 YORK STREET  
HANOVER, PENNSYLVANIA**

**MAINTENANCE TECHNICIAN**

**Organization and Position Overview:**

St Paul's is a vibrant, active congregation, offering a friendly, supportive, flexible, Christian work environment. This is a 15-20 hour per week position. Work schedule is flexible. As available, is on call 24/7 for issues relating to assigned job functions.

Candidate will possess appropriate experience repairing and maintaining facility, equipment and grounds; will be proficient in use of hand tools, small power tools, cleaning equipment/supplies, and lawn/grounds equipment; can perform minor repairs to church facility and equipment; will be proficient in Word/Excel/PowerPoint for the purpose of maintaining records and communicating with staff and vendors. Requires excellent multi-tasking skills.

**Competencies:**

1. Works in a professional and cooperative fashion with office, volunteers, vendors, and professional staff.
2. Must present self at all times, in appearance, word and conduct, in a manner worthy of an employee of the church.
3. Displays a positive team spirit; exhibits objectivity and openness to the views of others; supports everyone's efforts to succeed.
4. Possesses good memory and organizational ability in order to set priorities, organize workload, handle multiple responsibilities and interruptions and meet deadlines.
5. Ability to communicate effectively with staff and members of the congregation and to handle calmly, pleasantly and efficiently situations ranging from routine to emergency. Responds to requests for service and assistance in a pleasant and timely manner.
6. Performs all duties in a safe manner; follows supplies and equipment safety guidelines.
7. Ability to read and interpret operating manuals and interpret safety and fire regulations.
8. Proficient in Word, Excel and Power Point.

**Essential Duties:**

Following are the essential functions of the position.

1. Maintains interior areas of the church.
  - A. Within scope of skills, makes repairs to physical structure, plumbing, electrical systems, water heater, and AC/heating units.
  - B. Performs small paint jobs.
  - C. As needed, utilizing appropriate cleaning equipment, strips/waxes/buffs hard-surface floors or arranges for an outside service.
  - D. Weekly collects trash and disposes of recyclables.
  - E. As needed, washes exterior windows/screens. (Housekeeper performs routine cleaning of window glass for finger prints, etc.
  - F. Routinely inspects the security of windows/doors.
  - G. Performs Housekeeper duties in absence of Housekeeper
2. Maintains exterior areas of the church.
  - A. Cuts grass, trims shrubbery, maintains flower beds.
  - B. Keeps outside perimeter of building and parking lots clean, including steps, window wells and walkways.
  - C. Removes light snow from doorways, steps, sidewalks.
  - D. Keeps equipment in good working order.
3. Develops/maintains/oversees building maintenance.
  - A. Performs maintenance on building and systems based on preventive maintenance schedule, system updates, and in emergency situations.
  - B. Oversees vendor/contractor services.

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4. Develops and maintains vendor contact list.
  - A. As appropriate contacts vendors. Judgment should be used in discussing situations with the Property Committee Chair prior to contacting a vendor.
  - B. In an emergency situation, may contact vendor on own authority.
  - C. Be reasonably aware of the need for maintenance and repair beyond personal skill/knowledge level and promptly refer need to the Property Committee Chair.
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6. Has authority to spend up to \$500 on a maintenance/repair project within scope of available budgeted funds.
7. Sets up Fellowship Hall for church occasions including funerals and wedding receptions, luncheons and dinners. Straightens the room after each use.
  - A. It is understood that other groups or committees using Fellowship Hall and the building are primarily responsible for set-up/tear down and leaving areas in good order.
8. Follows procedure for responding to work order request made by Council or members of the congregation.
9. Maintains positive and cooperative relationship with members of the Property Committee; however, job duty assignments come directly from the Property Chair.
10. Develops monthly Maintenance Report.
11. Performs other duties, mutually agreed with Property Chair.

**Physical Demands:**

1. Frequent walking, bending, stooping, twisting, reaching, grasping, climbing, pushing, pulling, repetitive movement of hands and arms, standing most of the day.
2. Lifting/carrying up to 50 pounds.
3. Sensory abilities: Visual acuity to read instructions, warning labels, and operating guidelines.
4. Auditory acuity to relate to congregational members, staff, vendors, and visitors.
5. Physical exposure to agents that could cause burns, eye irritation and respiratory issues.
6. Ability to speak clearly and distinctly.
7. Valid driver's license required for occasional trips to stores and reclamation.

**PERSONS INTERESTED IN THIS POSITION** should send a cover letter and include education, employment history with duties and salary, to St. Paul's Lutheran, 127 York St., Hanover Pa 17331, or email to [stpaulsyorkst@comcast.net](mailto:stpaulsyorkst@comcast.net)