



## Maintenance Technician

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**Job Title:** Maintenance Technician

**Ministerial Designation:** Non-Religiously Qualified, non-exempt

**Status:** Regular Full-Time

**Department:** Buildings and Grounds

**Reports To:** Maintenance Supervisor

**Prepared Date:** 4/10/25

**Summary:** Participates in the Mission and Ministry of Tenacre by performing various manual tasks in the inspection, maintenance and repair of Tenacre's buildings, facilities and mechanical equipment. Familiar with a variety of the field's concepts, practices, and procedures. Works with staff and residents in a spirit of cooperation that is supportive of the healing atmosphere at Tenacre.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

**Integrity and Ethics:**

Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; maintains the highest ethical standards; handles confidential information responsibly; is well versed in Tenacre's safety programs, procedures, policies and consistently follows them; makes tough decisions to ensure that safety remains front and center.

**Attention to Detail:**

Is thorough and skillful in accomplishing a variety of tasks which range from complicated to minor in nature; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

**Team Player:**

Works cooperatively with others toward accomplishment of a shared goal; leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project; knows when to lead and when to follow; reinforces the team concept through all actions.

**Demonstrates a Sense of Immediacy and Flexibility:**

Sets high expectations and achieves them regardless of the barriers; demonstrates a passion for one's work - enjoys working hard and is full of energy; can be counted on to get things done on time and with excellent quality and results; adapts quickly, based on Tenacre's changing needs.

**Judgment:** Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately

**Apply Functional Knowledge:** Relies on experience and judgment to plan and accomplish goals. Uses a wide degree of critical thinking, creativity and latitude to problem-solve. Obtains an appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns this information and skills quickly.

### **Essential Duties and Responsibilities; other duties may be assigned**

- Reports directly to the Maintenance Supervisor and follows through on all delegated tasks and projects
- Supports others in the B&G shop cleaning, organization, and overall support of all activities within the shop
- Assists in the delivery and pick-up of vehicles taken off campus for service work
- Provides support in material pick-up services from local supply shops
- Supports other technicians in completing work order requests in a caring and timely manner and with a level of quality consistent with departmental standards
- Performs a variety of preventative maintenance tasks such as cleaning, oiling, lubing mechanical equipment, changing batteries, vacant room checks, and inspecting the interiors and exteriors of buildings
- Works as an electrician apprentice on repairing minor electrical problems and installing new equipment
- Provides basic troubleshooting and repair of various residential to light commercial HVAC systems
- Works as a carpenter apprentice in the alteration, repair and maintenance of buildings
- Works as a plumber apprentice on assembling, installing and repairing pipes, fittings and fixtures of heating, water and sewer systems
- Follows appropriate safety procedures when working with moving mechanical parts, chemicals, electricity, aerosols, ladders, paints and in confined spaces
- Uses various hand tools, and power equipment including, but not limited to, saws, drill press, sanding machine, jack hammer, pumps, and tractors
- Maintains tools and machinery in good condition and uses all tools carefully and as trained
- Supports the routine service and maintenance on electric carts
- Works with the Buildings and Grounds team in providing support for various Tenacre events and activities
- Respects and maintains the privacy and confidentiality of both Tenacre's guests and resident staff

### **Additional Responsibilities and Competencies**

- Provides after-hours maintenance support through a weekly rotating schedule with fellow maintenance on-call team members
- Attends training seminars and classes as appropriate
- Ability and willingness to learn the methods and practices used in various skilled trades
- Demonstrated ability to work with hands and to work in mechanically oriented situations following supervisor's instructions
- Ability to work with little or no supervision, given proper instructions.

- Ability to follow written or oral instructions
- Ability to perform strenuous work, in varying weather conditions, with no physical limitations such as bending, stooping, climbing, and walking
- Ability to safely lift objects up to 70lbs by oneself and heavier objects with assistance
- Utilizes office technology skillfully such as phone and paging systems, copiers, computers and software applications such as Excel, Word, Outlook and Internet Explorer

### **Qualifications**

To perform this job successfully, an individual must be fluent in English and able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

- High school diploma, general education degree (GED), or technical certificate required
- Demonstrated ability to read, write, and speak English fluently, which is understandable by staff, vendors, and public
- 2 to 5 years of experience in construction or other related field required
- Membership in The First Church of Christ, Scientist, in Boston, Massachusetts, preferred

### **Certificates, Licenses, Registrations**

- A valid state issued driver's license is required