



Job Description

Maintenance Engineer

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

SUMMARY/OBJECTIVE

The Maintenance Engineer is responsible for the general upkeep and maintenance of Bethel Bible Village's physical plant facilities and related campus buildings and equipment. Procurement and control of maintenance and construction supplies and vehicle maintenance are included.

REPORTS TO

Director of Operations

JOB CLASSIFICATION

Salary Non-Exempt

DEPARTMENT

Support Services

SUPERVISES

None

ESSENTIAL FUNCTIONS

- Maintenance and upkeep of all buildings associated with the Bethel campus (cottages, school, admin building, barns, Thrift Store, etc.).
- Monthly inspection on exterminating, electrical panels, emergency lights, HVAC filters, and alarm panels. To be completed during walk through with exterminator.
- Preventative maintenance checks on HVAC, appliances, and equipment twice yearly and documented.
- Partner with Director of Operations on purchase of necessary supplies to support the maintenance and upkeep of Bethel facilities and equipment.
- Performing or setting up repairs on equipment such as HVAC, appliances, or other equipment as needed in between inspections.
- Communicate with the Director of Operations if any equipment needs to be replaced.
- Assist in the moving and storage of cottage furniture and equipment.
- Always maintain a clean and safe work area.
- Participates and provides support for all Bethel fundraising and special events including setting up event space, tables, chairs, and sound system.
- Provide support for volunteer groups while on campus.
- Coordinate with the Director of Operations on all necessary scheduled maintenance and repair of vehicles, including farm and mowing equipment.

- Maintain accurate records on all repairs and preventative maintenance performed on vehicles, farm equipment, and mowing equipment.
- Be on call in case of emergencies such as power failures, broken pipes, and HVAC failures.
- Carry out other duties as assigned.

EXPERIENCE:

- HVAC knowledge including troubleshooting repairs, maintenance, and operation.
- Basic skills and knowledge of electrical, plumbing, and carpentry.
- Knowledge of general maintenance and repairs.
- Basic computer skills.
- Ability to use power tools.

MINIMUM REQUIREMENTS

Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

Education/Experience: Minimum High School Diploma.

Specific Skills/Requirements: Sensitivity to the cultural differences present among the residents and families served.

Specialized Knowledge, Licenses, etc.: Should have a broad knowledge and background in physical facility maintenance including mechanics, carpentry, plumbing, electrical, HVAC, painting, and welding/brazing. Basic knowledge of household appliances. Must have a valid drivers' license.

PHYSICAL REQUIREMENTS

Prolonged periods of standing and walking.

Must be physically able to climb ladders, bend, or crawl into awkward spaces.

Must be able to lift to 50 pounds at a time.

OTHER DUTIES

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____

Date: _____