



Job Description

Multi-Craft Maintenance Technician

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 Multi-Craft Maintenance Technician is responsible for maintaining, troubleshooting, repairing, and improving Bethel's physical plant facilities, systems and equipment across multiple trades, including electrical, mechanical, plumbing, HVAC, along with general building and vehicle maintenance. This role supports safe, efficient, and reliable facility operations through preventive maintenance, procurement of supplies, emergency repairs, and continuous improvement activities.

REPORTS TO

Director of Operations

JOB CLASSIFICATION

Salary Non-Exempt

DEPARTMENT

Operations

SUPERVISES

None

ESSENTIAL FUNCTIONS

- Perform scheduled, preventive, predictive, and corrective maintenance on facility systems and equipment.
- Troubleshoot and repair, modify or replace systems related to electrical, mechanical, hydraulic, pneumatic, plumbing, HVAC, appliances, infrastructure and equipment.
- Read and interpret blueprints, schematics, technical manuals, and work orders.
- Conduct inspections of buildings, grounds, and operational equipment to identify maintenance needs and safety concerns.
- Safe operation of hand tools, power tools, diagnostic equipment, lifts and other maintenance equipment.
- Update work order status and provide communication of progress or delays.
- Maintain accurate maintenance logs, service records, and inventory documentation.
- Respond to maintenance requests and equipment breakdowns in a timely manner, including after-hours and on-call support for critical failures or emergencies.

ADDITIONAL RESPONSIBILITIES

- Collaborate with Director and facilities team to ensure all maintenance activities, safety procedures and organization policies comply with OSHA regulations.
- Provide support for contractors, vendors, and volunteers while on campus for maintenance, construction or improvement projects.
- Assist the Director with assessing needs for supply purchases, inventory control, maintenance forecasting, and equipment replacement schedules.
- Maintain safe, clean, and well-organized work areas.
- Participate and provide support for all Bethel special events.

EXPERIENCE

- Working knowledge of HVAC systems, electrical systems and controls, plumbing systems, mechanical equipment, hydraulic and pneumatic systems, general carpentry, building automation, and basic computer systems.
- Experience in troubleshooting, maintenance, repair, and operation of above systems.
- 3+ years of maintenance experience in commercial, industrial, manufacturing, or institutional facilities.

MINIMUM REQUIREMENTS

Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, we 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: High School Diploma or GED required. Technical training or certification in maintenance, industrial technology, HVAC, electrical, or related field preferred.

Specific Skills/Requirements: Safety mindset, clear communication, punctual, independent, productive, efficient, and recognition of appropriate escalation.

Specialized Knowledge, Licenses, etc.: Should have 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 driver's 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's signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____

Date: _____