**Position Title:** Maintenance Technician

**Hours:** Full-time, 40 hours per week, with additional hours as needed

**Reports To:** Facilities Manager

**Position Summary:**

The Maintenance Technician is responsible for maintaining the functionality, cleanliness, and safety of Newsong Church facilities and office spaces. This role acts as a representative of Newsong Church, collaborating with ministry partners (e.g., Scholarship Prep School), church staff, private contractors, and volunteers to ensure the success of weekly activities and special campus events.

**Principal Duties and Responsibilities:**

1. **General Maintenance**

• Conduct routine maintenance checks and inspections of the grounds.

• Perform minor repairs and handy work, including plumbing, electrical, flooring, roofing, painting, and lighting.

• Coordinate with the Facilities Manager to schedule external contractors when necessary.

• Carry out janitorial duties to maintain a clean, litter-free, graffiti-free, and pest-free environment.

2. **Event Support**

• Provide facilities and janitorial support for weekly and special events, including ministry activities, weddings, external rentals, and other church functions, with on-site presence as required.

• Assist with setup and teardown for events.

3. **Additional Responsibilities**

• Manage inventory of maintenance supplies.

• Oversee the maintenance of the church van, including oil changes, routine mechanic checks, registration, and insurance.

• Serve as the primary contact for vendors and contractors on-site.

**Position Requirements:**

• Commitment to supporting the mission, vision, and values of Newsong Church.

• Ability to work a flexible schedule.

• Strong interpersonal skills, with the ability to maintain positive relationships with staff, partners, and tenants.

To apply, please email your resume to [MJ.Aguilar@newsong.net](mailto:MJ.Aguilar@newsong.net). Thank you.