

Facilities Maintenance Technician

Reports To: Facilities Manager

Department: Facilities

Status: Part-Time (Non-Exempt)

Mission Statement

As a fully accredited private Christian school in Virginia Beach, VA, we are dedicated to ensuring that all our students receive advanced study diplomas, preparing them for success in their future endeavors. It is the mission of Gateway Christian Academy to train students spiritually, academically, socially, and physically to be a positive impact in the world for Christ.

Position Summary

The Facilities Maintenance Technician is responsible for maintaining a safe, clean, and fully operational environment across all church and school facilities. This role supports the Facilities Manager by executing preventative maintenance, responding to work orders, and ensuring all building systems are functioning efficiently.

This position requires a proactive, solutions-oriented individual who takes ownership of tasks and contributes to a culture of excellence, safety, and service.

Primary Responsibilities

1. Preventative Maintenance

- Perform routine inspections of HVAC, plumbing, electrical, and mechanical systems
- Complete preventative maintenance schedules as assigned
- Maintain equipment logs and service records
- Identify potential issues before they become costly repairs

2. General Repairs & Maintenance

- Repair doors, locks, windows, lighting, flooring, and fixtures
- Perform minor plumbing and electrical repairs
- Patch and paint walls as needed
- Maintain exterior grounds including walkways, parking areas, and signage



3. Work Order Management

- Respond promptly to maintenance requests
- Prioritize tasks based on urgency and impact
- Document completed work in maintenance tracking system
- Communicate status updates to Facilities Assistant Manager

4. Safety & Compliance

- Follow OSHA and safety protocols
- Ensure emergency systems (fire alarms, extinguishers, exit lighting) are operational
- Assist in emergency preparedness planning
- Maintain clean and organized maintenance areas

5. Event & Ministry Support

- Assist with room setups and breakdowns for events and services
- Ensure spaces are functional and ready for ministry use
- Support school and church programs as needed

Qualifications

- High school diploma or GED required
- 2+ years of maintenance or facilities experience preferred
- Basic knowledge of HVAC, plumbing, electrical, and carpentry
- Ability to lift 50+ lbs
- Valid driver's license
- Strong problem-solving and communication skills
- Ability to work independently and as part of a team

Must be able to pass national background check.

Random drug testing performed by employer at any given time.



Core Competencies

- Reliability and strong work ethic
- Attention to detail
- Initiative and proactive mindset
- Servant-hearted attitude
- Strong time management
- Commitment to safety

Performance Expectations

- Timely completion of work orders
- Reduction in emergency repairs
- Facility cleanliness and operational readiness
- Positive feedback from staff and ministry leaders

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