

Job Details:

Salary: \$16-\$18 an hour

Job Type: Full Time, 40 Hours/week

Full Job Description

Location: Centerville, OH 45459

Southminster Presbyterian Church has an opening for a Property Technician responsible for ensuring the maintenance, safety and cleanliness of our building and grounds. Candidate must have training or past experience in basic electrical, plumbing and carpentry maintenance skills. Compensation for this position will be dependent upon experience.

Essential Duties and Responsibilities:

- Maintains physical space, ensuring a safe, clean, and functional environment
- Ensures inspection of all property, plumbing, HVAC, electrical and equipment for preventative maintenance.
- Drafts and implements preventive maintenance schedules for buildings and equipment
- Works closely with contractors, and vendors to help maintain and repair facilities
- Receives, manages, and processes work order requests; ensures problems are resolved quickly
- Ensures safety standards are followed throughout facility
- Performs other related duties as assigned

Qualifications/Skills:

Technical, vocational or on the job training in at least one of the following areas: HVAC, plumbing, electrical, or carpentry

Strong communication skills

Self-motivated and able to work independently without direct supervision

Strong organizational skills and attention to detail

Professional attitude and commitment to quality work and service

Submit cover letter and resume with references to [personnel@sminster.com](mailto:personnel@sminster.com).