



WESLEYAN

CHRISTIAN ACADEMY & EARLY EDUCATION
CENTER

1917 North Centennial Street
High Point, North Carolina 27262
www.wcatrojans.org

Position Title: Maintenance Technician

Reports To: Assistant Director of Facilities

FLSA Status: Non-exempt, hourly

Schedule: Full-Time, 40 hours

Position Summary:

The Maintenance Technician serves the mission of Wesleyan Christian Academy by assisting in repairs and maintaining the current and new school buildings, grounds, and athletic facilities. Responsibilities include maintaining the grounds and performing basic repairs at Wesleyan Christian Academy and the Sandy Ridge property while providing a safe and beautiful campus for all students and families.

Essential Duties and Responsibilities for this position include, but are not limited, to:

Facilities:

- Perform various basic repair duties and learn repairs if unfamiliar with.
- Conduct fire drills, and check equipment to ensure safe operation.
- Set up facilities, arrangement, and technical support for a variety of activities (special events, guest speakers, athletic events, etc.).
- Perform any other relevant duties including responsibilities that may arise outside of regular business hours due to campus facilities emergencies such as snow days, power outages, etc.
- Check parking lots, grounds and common areas daily for trash/debris to ensure a clean environment for students and families.
- Assemble and install furniture and equipment related to the operations of the school.
- Ability to be on call for rotating weekends/holidays.
- Help maintain maintenance vehicles including golf carts, ATV, and automobiles, maintaining normal inspection and serviceability.
- Ensure that all vehicles, tools, and equipment are accounted for and documented before and after use.
- Ensure that all duties are performed in a safe manner in accordance with best practices, procedures and regulations.
- Perform all other duties as assigned.

Education, Experience, and Skills Qualifications:

- Experience in facilities repair, trade(s), or handywork.
- Background in HVAC or plumbing preferred.
- Knowledge or aptitude to learn basic repair techniques as well as learning new techniques.
- Positive attitude and team player.

- Excellent communication skills; ability to effectively interact with students, parents, guests, and employees in managing change and/or challenging situations.
- Self-motivated, independent and tendency to take initiative.
- A background check along with reference check is required for this position.

Minimum Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For this position an employee must be able to:

- Remain in a stationary position for extended periods of time.
- Ability to safely use power tools and equipment.
- Use repetitive arm, hand, and finger movements.
- Stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Exercise mobility to promptly move around campus.
- Communicate effectively with students, staff, and parents.
- Lift/carry up to 50 lbs.
- Be outdoors for extended periods of time year-round.
- Travel locally, including off campus activities, as well as nationally as needed.

Application Process:

- Complete the Support Staff Application on our Career Opportunities page at <https://www.wcatrojans.org/about-us/career-opportunities/>.
- Attach a resume and any other requested documents.
- Submit any additional application materials or correspondence to employment@wcatrojans.org.