

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Technical Services Technician, LL &amp; SH</b>
<b>DEPARTMENT:</b>	Canyon Operations
<b>REPORTS TO:</b>	Director of Facilities
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>HOME LOCATION:</b>	<b>Leakey, Texas</b>

**POSITION SUMMARY:** The Technical Services Technician, LL&SH works to monitor, maintain, and repair technical systems (e.g., HVAC, refrigeration, water, wastewater, appliances, communication, and kitchen equipment) that serve the Canyon facilities and guests according to Foundation standards.

**PROGRAM MISSION:** Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Collaborate with Director of Facilities to understand standards and priorities for canyon facilities and services
  - Meet with Director of Facilities daily to discuss assignments and update priorities
- Monitor, maintain, and repair technical systems in a timely manner according to Foundation standards
  - Primary tech responder on air conditioning, heating, and refrigeration equipment
  - Primary tech responder on commercial kitchen equipment and appliances to ensure good working condition
  - Water/wastewater systems maintained according to applicable regulatory agencies
  - Assist in maintaining the communications systems
- Perform weekly pre-retreat preps of technical systems to ensure proper operation
- Respond when requested for program support, maintenance needs, and/or emergency assistance
- Assist with improvement projects when assigned
- Cooperate with administrative staff in support of their services
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Other duties as assigned

### **QUALIFICATIONS:**

- High school diploma or equivalent work experience
- Experience in servicing, diagnosing, and repairing air conditioning, heating, refrigeration equipment, and communication systems
- HVACR, Class D Water, EPA Universal certification

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Knowledge of maintenance of technical equipment and systems
- Able to repair public water system operations and wastewater pumps and controls
- Basic building maintenance skills
- Capability to obtain Class D Water Operator certification
- Ability to troubleshoot electrical equipment
- Work independently and within a team
- Capacity to meet deadlines
- Flexible
- Dependable
- Demonstrates accuracy and thoroughness

**PHYSICAL REQUIREMENTS:**

- Ability to perform physical work for 8+ hours at a time, with appropriate breaks
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing during the day.
- Employee must be able to lift and move items up to 50 pounds
- Ability to properly use a ladder
- Must be able to operate a motor vehicle.

**WORK ENVIRONMENT:**

- Work schedules which will vary to accommodate coverage for camping program events
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

EMPLOYEE SIGNATURE

DATE

---

MANAGER SIGNATURE

DATE