



CROSSPURPOSE

District Campus Service Technician 2025 Job Description

Scope and Position Responsibilities:

The District Campus Service Technician is responsible for performing routine maintenance, repairs, and upkeep across four CrossPurpose campus locations. This role ensures facilities are safe, functional, and well-maintained to support the mission of CrossPurpose. The Technician will work closely with campus leaders to address immediate needs and implement preventive maintenance schedules.

Department: Facilities

Supervisor: VP of Campus Operations

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility:

- Perform routine maintenance tasks, including HVAC system checks, plumbing, electrical repairs, and carpentry.
- Respond to urgent repair needs promptly to minimize disruption to campus activities.
- Ensure compliance with safety standards and building codes during all repair work.
- Develop and execute preventive maintenance schedules for all campus equipment and infrastructure.
- Conduct regular inspections to identify and address potential issues before they escalate.
- Assist in setting up and breaking down equipment for events and activities as needed.
- Collaborate with Event Services to ensure facilities are ready for external renters.
- Maintain an inventory of tools, parts, and maintenance supplies.
- Coordinate with external vendors for specialized repairs or installations.
- Keep detailed records of maintenance tasks and repair work.
- Provide monthly maintenance reports to the Vice President of Campus Operations.
- trends.

Qualifications:

- High school diploma or equivalent.
- Minimum of 3 years of experience in facility maintenance or a related field.
- Proficiency in HVAC, plumbing, electrical systems, and general carpentry.

- Ability to troubleshoot and solve technical issues independently.
- Certification in one or more technical areas (e.g., HVAC, electrical, plumbing).
- Experience managing multiple locations or facilities.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Adaptable and solution-oriented mindset.
- Ability to lift up to 50 pounds.
- Frequent standing, walking, bending, and climbing ladders.
- Availability for occasional evening or weekend work to address urgent maintenance needs
- Passion for the CrossPurpose mission and values.

Employees must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation and Benefits:

Hours: 40+ hours/week: Monday - Friday 8:00 am - 5:00 pm, and other evening and weekend hours, as scheduled.

2025 Salary/Wage: \$50,000 - \$60,000 Annually (Custodial II)

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.

Employee

Date