



JOB DESCRIPTION

Job Title

Facilities and Grounds Technician

Location

St. Lorenz Lutheran School, 140 Churchgrove Rd., Frankenmuth, MI 48734

Hours

Three days a week - 8:00 am - 4:00 pm (Occasional weekend shifts as needed)

Organizational Relationship

Reports to the Director of Facilities and Grounds

Position Summary

The **Facilities and Grounds Technician** provides skilled technical support for campus grounds, equipment, and physical facilities. Working under the Director of Facilities and Grounds, this role executes assigned work orders for furniture and building repairs, conducts routine HVAC filter and system maintenance, operates heavy grounds machinery, and maintains outdoor facilities year-round.

Key Responsibilities

Groundskeeping & Heavy Equipment Operation

- Operate and maintain heavy grounds equipment, including riding mowers, tractors, zero-turn mowers, weed trimmers, leaf blowers, and utility vehicles.
- Maintain campus grounds, lawns, landscaping, trees, and outdoor athletic facilities across church, school, and satellite properties.
- Assist with seasonal outdoor operations, including fall leaf cleanup and winter sidewalk snow removal and salting.

General Facility Repairs & Interior Maintenance

- Repair broken school furniture (desks, chairs, tables), interior doors, cabinetry, and hardware across school classrooms and church offices.
- Perform minor plumbing, electrical, dry-wall, and carpentry repairs to maintain physical building integrity.
- Receive and complete work orders assigned by the Director and/or the Facilities and Grounds Lead, addressing requests and safety concerns submitted by church and school staff.

Preventative Systems & Seasonal Upkeep

- Assist leadership and specialized contractors with scheduled annual maintenance on campus boilers, chillers, and backup generators.
- Perform routine preventative maintenance on classroom unit ventilators, including cleaning coils and inspecting mechanical components.
- Execute regular campus-wide HVAC filter replacements to ensure proper air quality and system efficiency.
- Maintain year-round operational readiness of tractors, mowers, and power equipment through routine greasing, oil changes, blade sharpening, general repairs, and seasonal winterization.



St. Lorenz

LUTHERAN CHURCH & SCHOOL

Qualifications

- **Technical & Trade Skills:** Hands-on experience operating mowers, tractors, power tools, auto-scrubbers, and performing minor plumbing, electrical, engine, and furniture repair.
- **Physical Requirements:** Able to perform physical labor, stand/walk for extended periods across varying terrain, and comfortably lift up to 50 lbs.
- **Work Ethic & Attributes:** Dependable, courteous, observant, and flexible. Comfortable working around children, faculty, church members, and ministry leadership.
- **Licensing:** Possess a valid driver's license; possess or be willing to acquire a Commercial Driver's License (CDL) to support school field trips and transportation needs.

Questions On Position Contact:

Cameron Sanborn - Assistant Director of Buildings and Grounds
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