

Position Title: Facilities Maintenance Technician

Position Status: Full Time/Salaried

Position Scope: The Facilities Maintenance Technician is responsible for ensuring the church's physical facilities, equipment, systems, and grounds are properly maintained and repaired or replaced as needed to ensure the church's readiness and ability to successfully carry out its ministries. The position reports to and supports the church Operations Manager. The incumbent must be able to establish and maintain good working relationships with other staff members, volunteers and the congregation in general. He or she may be tasked with additional responsibilities as deemed appropriate and necessary.

Nature of Working in Church Environment: The Facilities Maintenance Technician must be able to function within a church environment which depends heavily upon volunteers. A positive attitude and friendly nature are required. He/she must be sensitive to Christian virtues and support those through behavior, attitude, actions and speech.

Duties and Responsibilities: The Facilities Maintenance Technician is responsible for:

- Working closely with Operations Manager to manage the church facilities, equipment and grounds.
- Maintaining building, grounds, and equipment and making repairs as needed and/or requested.
- Investigating service and equipment concerns and taking appropriate corrective action.
- Inspecting and evaluating the physical condition of facilities to determine the repair work required.
- Recommending changes that could improve service and increase operational efficiency.
- Inventorying stock to ensure supplies and equipment are available in adequate amounts.
- Advising the Operations Manager regarding new equipment purchases.
- Creating and implementing master inspection and preventative maintenance schedules.
- In accordance with the master schedule, inspecting equipment and systems, including alarms, fire extinguishers, and first aid equipment to ensure all are in working order.
- When such work is within the incumbent's experience and skills and can reasonably be accomplished with in-house resources (including volunteers), maintaining and repairing equipment, electrical systems, plumbing systems, HVAC equipment, building fixtures and so on.
- In cases where work is beyond the skill and experience of the incumbent, identifying, recommending and overseeing outside sources necessary to carry out the maintenance or repair.
- Identifying and recommending contractors/vendors for such activities as janitorial services, grounds keeping, carpentry, painting, other repair work or renovations.
- Working with contractors/vendors to ensure completion of contracted system maintenance and repairs, inspecting work to ensure specifications and established standards are met, and communicating with Operations Manager regarding outcomes of repairs.
- Working with church members and staff in support of regular activities and special projects.
- Meeting with building inspectors and resolving any deficiencies.
- Responding to emergencies, including fire or security alarms, as they occur.
- Accompanying contractors and vendors while on church property as needed.
- Acting as on-call handyman when needed.
- Maintaining accurate maintenance logs.
- Performing other duties as assigned by the Operations Manager or other staff.
- A flexible work schedule is required including availability on weekends.

Education and Job Skill Prerequisites: The incumbent must be a high school graduate, be detail-oriented, have demonstrated the ability to manage time and responsibilities, and have strong critical thinking skills. The incumbent must have a thorough working knowledge of facility equipment and safety procedures. This position requires experience and familiarity with electrical systems, plumbing, carpentry, construction and related fields. Five years of facilities maintenance experience is preferred. The incumbent must be able to work in constricted areas and climb tall ladders. This position involves frequent lifting and working both indoors and outdoors during varying weather conditions.

This job description in no way states or implies that these are the only duties to be performed by the employee. They will be required to follow any other job-related instructions and to perform other job-related duties as requested. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employee contract, implied or otherwise, except that of an at-will employment relationship.