



## **JOB DESCRIPTION**

### **Facility Maintenance Technician**

**Full-time and/or Part-time**

#### **Brief description**

The position of Facility Maintenance Technician is responsible for the basis repairs and maintenance of the church buildings, grounds and equipment. Help with remodeling plans, and able to assist with construction of such plans. Responsible for coordinating repairs of needed items to ensure a safe environment on church property, which include knowledge of electrical, plumbing, painting, and construction work. Capable of personally performing many repairs and doing preventative maintenance as well as communicating with related contractors.

#### **Tasks**

- Inspect church buildings to identify problems with building, electrical, mechanical failure or breakdowns
- Respond to requests for maintenance services, including replacing or troubleshooting any building related needs
- Basis knowledge to repair plumbing, electrical and safety systems for multiple buildings as required
- Ensure the parking lot lights and other lighting systems are in operations
- Basis repair of sprinkler systems and other related outdoors watering systems on the premises
- Basis knowledge for test performance of in-unit appliances, such as refrigerators, microwaves, stoves, ovens and coffee makers
- Direct activities concerning scheduling construction and maintenance of repairs for your daily work assignment
- Prepare and submit budget estimates, progress, cost tracking reports to supervisor for purchase of equipment or supplies
- Inspect and review building projects to monitor compliance with building and safety codes;
- Meet with outside contractors, vendors, and or inspectors to view the property to receive bids, or in agreement with city regulations, as needed;
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, & electrical systems.

- Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary;
- Enforce safety, health, and security rules;
- Notify administration concerning the need for major repairs or additions to building operating systems;
- Implement all policies and guidelines as stated in the Church Bylaws and SOP;
- Attend weekly staff meeting, if possible.

#### **Qualifications and requirements**

- A college degree or equivalent;
- Ability to give full attention to what other people are saying and to adjust actions in relation to others' actions;
- Ability to train others.

#### **Competencies (in order of importance)**

- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity — Job requires being honest and ethical.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

#### **Lines of communication**

- [Report directly to Church Administrator Coordinator.](#)