



Position: Facilities Specialist

General Overview

This Position oversees building and grounds maintenance. The facilities specialist will perform specialized tasks necessary for maintaining church property, and equipment. This position will also coordinate specialized repairs with outside vendors.

If you decide to join us as the facilities coordinator, you will play a vital role in overseeing the daily management of our church campus. You will collaborate closely with our dedicated church staff and leaders, all united to reach out to our community with the gospel and share the love of Christ.

Ministry Purpose: Consistent with Romans 12:9-15 and Ephesians 4:11-12

Spiritual Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Be prepared to explain the church's doctrinal beliefs and practices to visitors and callers.
- Be ready to pray with those who contact the church in need.
- Be prepared to provide Biblical/Ministry resources and assistance to those who inquire.

Essential Functions

- Inspects and evaluates buildings, systems, facilities and determines maintenance needs.
- Solicits and secures the services of third-party service providers; solicits quotes and bids from vendors for various maintenance items, including building modifications.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to safety protocols.
- Assist in identifying equipment in need of replacement and preventative maintenance work on a proactive basis, to ensure uninterrupted service.
- Assist in documenting processes and keeping maintenance records.
- Light construction/repair including but not limited to, flooring, plumbing, dry wall repair, painting, door repair, etc.
- Applies basic electrical skills in changing light switches, outlets, sockets, and ballasts.
- Ensures efficient lighting of the facility through planned bulb and ballast replacement and repair/replacement of inoperable lighting systems.
- Fire Safety checks of fire extinguishers & AED's

- Check all exit signs and emergency lights for proper operation; maintain as needed to meet code.
- Interface and collaborate with external vendors and trades.
- Assist in coordinating volunteers for church workday, setup, or as needed.
- Assist in opening/locking building.
- Assist in HVAC system scheduling for events.
- Work directly with Grounds Volunteers
- Assist with lawn care maintenance: Irrigation system, mowing, trimming etc.
- Vehicle and equipment maintenance: tractor, golfcarts, small engines (gas powered and blowers, string trimmers, etc.)
- Basic set-up as needed for church or outside events.
- Be on call to respond to emergency situations.
- Inform The Director of Operations of any maintenance or safety issues in the church.
- Coordinate with The Director of Operations on facility needs.
- Other projects and duties as needed.

Qualifications:

- Minimum 2 to 5 years’ experience in general maintenance and/or construction
- High School diploma or equivalent
- Basic knowledge of building operations, equipment functions, and applicable building codes and regulations
- Must be dependable and perform in an efficient and effective manner.
- Ability to Problem solve.
- Ability to operate heavy machinery (tractor, forklift, skyjack)
- Able to perform physically demanding tasks for extended periods, to include but not limited to lifting, walking, standing, stooping, pulling, and pushing.
- Handyman experience, familiarity with basic tools and their use
- Basic skills in Microsoft office suite
- Ability to work independently.
- Ability to self-prioritize tasks.
- Ability to complete tasks within a deadline.
- Basic knowledge of cleaning methods and products
- Ability to lift up to 50 pounds.
- Ability to operate standard maintenance equipment such as ladders and lifts.
- Ability to communicate in a professional manner.
- Have a personal relationship with Jesus Christ
- Agree to uphold the Church’s statement of faith, and be willing to submit to the standards outlined in the Personnel Manual

Position Expectations

- Full-time
- Reports to Director of Operations