

Faithbridge Church



POSITION DESCRIPTION

Position Assignment:

- **Title:** Facilities Tech
- **Staff Grade:** Part-Time Hourly, Non-Exempt
- **Accountability:** Facilities Manager
- **Ministry/Dept.:** Administration

Summary of Position:

This position will be responsible in cleaning, upkeep, and preparing the church for ministry. It will assist the Facilities Manager in the day-to-day operations of the Faithbridge campus. The Facilities Team consists of the Facilities Manager, Facilities Assistant, Facilities Techs, Custodians and the Facilities Interns

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering support to all ministries. In doing so, the mission and vision of Faithbridge can be carried out and displayed at all times.

Duties & Responsibilities:

1. Cleaning building floors, restrooms, fixtures, windows, and dispose of trash.
2. Perform building repairs including, but not limited to drywall, painting, doors, plumbing, electrical, and roof repairs.
3. Exterior maintenance that includes, power washing, irrigation, signs, fence, lawn care, flower beds, and tree trimming.
4. Assist with set up and tear down for events and meetings.
5. Follow procedures for the use of power equipment in order to prevent damage to facility/property or injury to any person or self
6. Notify managers concerning the need for minor and major repairs
7. Requisition supplies and equipment needed for cleaning and maintenance duties
8. Assist with storage maintenance and organization
9. Assist with set up and tear down for events or meetings

Skills and Educational Requirements:

- ◆ High School diploma or equivalent
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Ability to be a self-starter

- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ Ability to lift up to 50 pounds

Organization Relationship:

This position shall be directly accountable to the Facility Manager or his/her designee and through the Executive Pastor to the Senior Pastor. This position will have contact with church membership and paid staff.

Working Conditions:

This is an hourly and part-time position (approximately 20-25 hours per week), with a regular weekly in-person schedule determined with the Facilities Manager, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of serving and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name