

FACILITIES MAINTENANCE TECHNICIAN JOB DESCRIPTION

VISION:

The vision for the **Facilities Maintenance Technician** is to demonstrate trust and loyalty as an associate, to help facilitate the vision of the Lead Pastor and your supervisor through each department's daily operations at Eastridge Church. The Facilities Maintenance Technician will be responsible for assisting in the maintenance, appearance, cleanliness and security of the buildings and grounds. It is also the responsibility of the Facilities Maintenance Technician to see that the Church puts forth a spirit of excellence and the facilities and Facility Staff are prepared for every service and event.

REPORTS TO:

The **Facility Maintenance Technician** will report directly to the Facility Manager on a day-to-day basis. The Facilities Maintenance Technician will also work closely with the Facility Experience Lead to determine the needs of the Church environment and the Facilities Staff to keep the facilities clean, attractive, and well maintained inside and out.

ROLE IN MINISTRY:

The **Facilities Maintenance Technician** serves to bring a spirit of excellence to Eastridge Church by performing the following functions:

Essential Functions:

- Perform minor repairs, including plumbing, painting, patching, electrical, carpentry, door/locks, irrigation, fire and security alarms and other repairs as assigned by the Facility Manager.
- Regularly inspect the Church facilities and premises for areas of need or concern and report any findings to the Facility Manager.
- Support the ministry goals of Eastridge Church through the application of expertise in areas including custodial care,

maintenance, building operations and mechanical systems such as HVAC and lighting control.

- Keep the facilities clean, attractive and well maintained inside and out by performing basic functions as cutting grass, care of flowerbeds, shoveling snow, and other maintenance and janitorial duties.
- Setup and tear down rooms and spaces as needed for services, classes, meetings and events. This may include some evening and weekend hours when needed and more than 40 hours per week.
- Keep work and storage areas in a clean and organized manner.
- Work in a safe manner at all times.
- Perform other tasks and duties as assigned by the Facility Manager and/or Facility Experience Lead.

KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or equivalent.
- Proficient user of Microsoft Office Suite of software (Excel, Word, Outlook).
- Proficient user of large and small power tools, hand tools and safety equipment.
- Ability to operate and work from a scissor lift, boom truck and scaffolding.
- General knowledge of building systems.
- Basic knowledge of electrical and mechanical principles.
- Ability to lift a minimum of 50 pounds and to have complete mobility to accomplish building and grounds maintenance activities.
- Ability to communicate with staff and volunteers on facility needs issues.
- Some supervisory experience is preferred.

ADDITIONAL RESPONSIBILITIES:

In addition to the above and as required from time to time, there may be additional areas of supervision for which this position will have responsibility, as assigned by the Lead Pastor or Executive Pastor.