

FACILITIES MAINTENANCE TECHNICIAN

Classification: Full Time - Non-Exempt

Reports To: Facilities Manager

Date: July 7, 2021

JOB DESCRIPTION

The Facilities Maintenance Technician is a servant leader who will work under the direct supervision of the Facilities and Safety Manager and in harmony with other staff members and ministry team leaders in fulfilling the church's purpose and vision to "Connect people with God and others!". This critical role serves Summit Christian Center by coordinating and executing various improvement, repair and maintenance projects as training staff and volunteers on the facilities team.

RESPONSIBILITIES AND DUTIES

- Serves as team lead to the facilities team/volunteers
- Assists with the day to day operations of the department
- Ensures work assignments, goals and timelines are met
- Provides and receives feedback on a regular basis
- Assists with recruiting volunteers within the facilities scope of work
- Adheres to the Summit Christian Center's C.A.R.E. model for all employees and volunteers
- Attends team meetings and acts as team representative in executive meetings when Manager is unavailable
- Provides technicians and volunteers with training on the execution of repairs and maintenance at Summit Christian Center
- Assists with training to volunteers/staff on closing and building procedures as needed
- Keeps detailed records of all communications, contracts, invoices and any other facilities related items
- In an effort to eliminate the possibility of a single point of failure, will cross train under manager in the following areas:
 - Contracts/Vendor management
 - Building relationship
 - Scheduling site visits and repairs
 - Accounting/Business Procedures
 - Providing manager with all required documentation
 - Adhering to all guidelines
- Serves as second point of contact for building security system, swipe key system, and work order system
- Must be available for occasional on call after hours assistance
- Ensure all work is documented in the work order system
- Ensures Summit Christian Center facility is always in excellent condition and day to day operations are running smooth by performing the following under the supervision of the Manager and always documented in the work order system

- Must be able to inspect/diagnose/repair (sometimes with vendor’s assistance) facilities related systems Including but not limited to:
 - Plumbing and sewage
 - Grounds keeping (irrigation, plants, maintenance, etc.)
 - Supplies distribution and inventory management
 - Set/Up and tear down of ministry functions/activities and events
 - Preventive maintenance and repairs on all major and minor systems on property
 - Minor construction/building projects
 - Repair and maintenance of company vehicles
 - HVAC/Chiller yard
 - Flooring, Walls, furniture, etc.
 - Fire Protection and Safety Equipment

COMPETENCIES

- Customer/Client Focus
- Analytical Skills Required: must look at a lot of different information and prioritize task based on time constraints and order of importance while following a schedule
- Communication Skills Required: must be able to clearly explain in layman’s terms both verbal, in writing and via email
- Time Management Skills Required: Prioritizing task when working independently but always adhering to the cleaning schedule set by the manager
- Must be able to work independently with little or no supervision
- Must have the aptitude to learn a windows based computer environment, to communicate professionally via email and the ability to utilize automated software to augment, program and control facilities/building related systems.
- Ability to multi-task under time constraint
- Attention to Detail Required: Quality control is a large part of the job. Under the Manager’s supervision, makes sure cleaning, upkeep and safety standards are maintained, or inefficiencies are discovered.
- The ability to lead, uplift, and motivate the team and other staff is desired

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a full-time position. Standard days and hours are Monday – Thursday 7:30 AM to 5:00 PM and Sunday 7:00 AM to 2:00 PM. However, the position requires the ability to work during non-standard hours when the need arises including weekends.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

Work is regularly performed in a combination of professional office and shop environments and

is regularly exposed to airborne particles, dust, odors, oil, fumes, noise, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to ascend and descend staircases
- Constantly position self to stoop, kneel, crouch and use ladder
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in a stationary (sitting or standing) position for an extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Exert up to 50 pounds of force occasionally, up to 35 pounds of force frequently, and up to 20 pounds of force constantly to move objects
- Express and exchange ideas by means of spoken word
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen
 - Reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned or to make general observations of event structure and layout
- Subject to both inside and outside environmental conditions.
- Subject to noise, there may be noise to cause the worker to shout in order to be heard above ambient noise level

TRAVEL

No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE

- Must have 3+ years of experience
- High school diploma or GED diploma
- Must pass background check

PREFERRED EDUCATION AND EXPERIENCE

- Experience working for or with non-profit organizations is desired
- Experience with maintenance, construction or facilities vendors is desired

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must be eligible to work in the US

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____