FACILITIES TECHNICIAN - JOB DESCRIPTION

Classification: Part-Time - Non-Exempt
Reports To: Facilities Manager
Benefits Status: Not eligible for employer-sponsored benefits, except as required by law or the governing benefit plan

POSITION SUMMARY

The Facilities Technician works under the direct supervision of the Facilities and Safety Manager and in harmony with staff members and ministry team leaders to fulfill the church's purpose and vision to connect people with God and others. This role serves Summit Church by completing and assisting with improvement, repair, maintenance, event-support, and day-to-day facilities operations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Document all work in the work order system.
- Help keep Summit Church facilities in excellent condition and support smooth day-to-day operations under the supervision of the Manager.
- Perform work according to the standard of excellence established by the Manager.
- Prioritize assigned work orders when working independently.
- Provide project support as requested by the Manager.
- Assist with inspecting, diagnosing, maintaining, and repairing facility-related systems, including:
  - Plumbing and sewage
  - Groundskeeping, including irrigation, plants, and general maintenance
  - Supply distribution and inventory management
  - Set-up and tear-down for ministry functions, activities, and events
  - Preventive maintenance and repairs for major and minor systems on the property
  - Minor construction and building projects
  - Repair and maintenance of company vehicles
  - HVAC and chiller-yard support
  - Flooring, walls, furniture, and related items
  - Fire-protection and safety equipment
- Work assigned shifts independently when additional team members are not present.
- Cross-train on new tasks as directed by the Manager.
- Perform light cleaning of the facility as needed.

COMPETENCIES

- Customer/client focus and a service-oriented attitude.
- Analytical skills to review information, prioritize tasks based on urgency and importance, and follow established schedules.
- Clear verbal and written communication, including professional email communication and the ability to explain information in plain language.
- Time-management skills and the ability to prioritize tasks while working independently.
- Ability to work independently with limited supervision.
- Ability to learn and work within a Windows-based computer environment.
- Ability to manage multiple tasks within time constraints.

POSITION TYPE AND EXPECTED HOURS

This is a part-time, non-exempt position that is normally scheduled for fewer than 30 hours per week and generally may not exceed 29 hours in a workweek without prior written approval from the Facilities Manager. The schedule is flexible and may vary based on ministry, event, and facility needs. Scheduled hours may include weekdays, evenings, Sundays, weekends, holidays, occasional overnight on-call coverage, and other nonstandard hours. The Facilities Manager will establish and communicate the work schedule, which may change as operational needs require.

BENEFITS ELIGIBILITY

This position is not eligible for employer-sponsored benefits, except as required by applicable law or the terms of a governing benefit plan. Part-time classification, scheduled hours, and benefit eligibility will be administered in accordance with Summit Church policies and applicable law.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

Work is regularly performed in a combination of professional office, facility, and shop environments. The employee may be exposed to airborne particles, dust, odors, oil, fumes, noise, moving mechanical parts, vibration, and outside weather conditions.

PHYSICAL DEMANDS AND REQUIREMENTS

The physical demands described below are representative of the essential functions of this position. Summit Church will consider reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.

- Ascend and descend staircases.
- Frequently stoop, kneel, crouch, and use ladders.
- Extend hands and arms to complete assigned tasks.
- Remain seated or standing for extended periods.
- Push or pull objects and carts as needed.
- Move objects horizontally from one position to another.
- Exert up to 50 pounds of force occasionally, up to 35 pounds frequently, and up to 20 pounds constantly to move objects.
- Express and exchange information through spoken communication.
- Receive detailed information through oral communication and distinguish sounds.
- Perform repetitive movements of the wrists, hands, and fingers.
- Maintain close visual acuity for viewing computer screens, reading documents, assessing accuracy and thoroughness, and observing event structures and layouts.
- Work in both indoor and outdoor environmental conditions.
- Work in noisy environments where raising the voice may be necessary to be heard.

TRAVEL

No regular travel is expected for this position. Local travel may occasionally be required for church-related errands or assignments.

REQUIRED EDUCATION AND EXPERIENCE

- One to two years of maintenance or janitorial experience.
- High school diploma or GED.
- Successful completion of a background check.

PREFERRED EDUCATION AND EXPERIENCE

Experience working for or with nonprofit or ministry organizations is preferred.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must be legally authorized to work in the United States.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time, with or without notice, consistent with applicable law.

ACKNOWLEDGMENT AND SIGNATURES

The signatures below acknowledge receipt and understanding of this job description. This acknowledgment does not create a contract of employment or alter the at-will employment relationship.

Manager: _____ Date: _____

Human Resources: _____ Date: _____

Employee: _____ Date: _____