

# Facilities Specialist



## Responsibilities:

- Inspects building and looks for aesthetic or other repair situations that need attention
- Maintain a working knowledge of maintenance tools and safety procedures
- Maintain appropriate records of maintenance done, particularly those items required for legal purposes.
- Perform preventative and regular maintenance work as assigned, such as:
  - Install ballast and lamps in lighting fixtures, replace broken switches and receptacles
  - Change all A/C filters and belts
  - Repair/replace basic plumbing items related to kitchens, restrooms, janitorial closets, etc.
  - Paint interior and exterior walls, trim, ceilings and pipes
  - Repair/replace door handles, door frames, windows and sheet rock
  - Hang shelving, pictures, bulletin boards, etc.
  - General small engine repair and maintenance on gas and diesel engines
  - Maintain lawn and snow removal equipment
- Prep rooms for events, (ie room setups, looking for any issues, etc)
- Participate as needed in lawn care and snow removal and custodial duties
- Be a part of the on-call rotation with other facility team members, in addition to regular shifts. On-Call includes responding to various needs when they arise, may include, but are not limited to, housekeeping, setting up or tearing down tables and chairs, minor repairs, unlocking/locking doors, and cleaning up spills

## Requirements:

- High School diploma required; 3-5 years related experience desired
- Competency, Skills & Experience desired: Personal, growing relationship with Jesus | Maintenance/Light construction, carpentry, electrical, HVAC, plumbing and painting experience desired | Attention to detail, ability to manage multiple projects at once | Strong desire to support ministry and serve God's people behind the scenes
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, financial information, volunteer background information and medical information. It is expected to keep this confidential at all times.
- Must be a member of Kingsway Christian Church and be a positively engaged participant. Shows commitment toward Kingsway's Mission, Vision, Cultural Behaviors & Beliefs.
- While performing the duties of this job, the employee is frequently required to sit, crawl, kneel, twist, bend, climb, talk, use hands and fingers, reach with hands and arms. Occasionally employee will walk and stand and may need to lift up to 80 lbs. Ability to work on ladders, scaffolds, and comfortable with heights. In general, good physical condition required.
- Schedule: This position is part-time, 20 hours.