Facilities Specialist

FLSA: Non-Exempt | Full-Time
Accountable to: Maintenance Supervisor
Position Scope: Central Services **Job Band:** Yellow Band
Mission and Purpose: Maintain a safe, clean, and fully functional state of building readiness

Responsible For:

- 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 to the facilities and grounds, 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
- Custodial duties when needed
- 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; 5+ years of experience in facility or maintenance management experience required.
- Experience in the following trade areas preferred, but not required: Maintenance/Light Construction, Carpentry, Electrical, HVAC, Plumbing, and/or Painting.
- Important Qualities, Skills & Experience: Organizational skills with ability to set priorities, juggle tasks and work with deadlines | Basic computer proficiency | Good interpersonal and communication skills | Strong attention to detail | Ability to manage multiple projects and work assignments with minimal supervision
- Confidentiality – This position regularly handles confidential information. It is expected to keep this confidential at all times.
- 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: 40 Hours, Tuesday - Saturday
- Must be a member of Kingsway Christian Church and be a positively engaged participant.

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Employee Signature Date Supervisor Signature Date

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Finalized by HR Date