



Facility Technician

Job Description

Job Classification: Non-Exempt/Part-Time

Reports To: Facility Manager

OUR MISSION

Northwest Gospel Church (NGC) exists to glorify God as a community being transformed by the gospel of Jesus Christ. How do we do this? We strive to be the church.

POSITION SUMMARY

The Facility Technician will be responsible for the proper set up, preparation, clean up, and readiness of the campus(s) for NGC. This position will ensure that each event is properly set up, presentable and ready for use. This part-time position will assist in facilitating the day-to-day campus needs to ensure that appearance, customer service and overall condition of the facilities are in excellent functioning condition. You will be working directly with the NGC staff as well as outside users of the facility.

The primary motive of this role is to support the ministries of the church and supply what they need to accomplish their mission with as few obstacles as possible. Someone who will be successful in this role is one who is eager to serve and work hard behind the scenes, has a flexible schedule, has excellent customer service, is willing to adjust to changing situations and circumstances, leads with “yes”, anticipates needs and fulfills them with attention to excellence, timeliness, and efficiency. The schedule for this position is between 20-25 hours per week with a high degree of flexibility and variability based the needs of the church schedule.

RESPONSIBILITIES

- Room setups, preparation, facility turn-arounds for all NGC programs, outside events and gatherings.
- Unlocking/locking facility for events/gatherings
- Basic cleaning before and after events to address areas not covered by janitorial company

- Emergency response during events/gatherings (spills, restocking restrooms, etc.)
- On call both on and off campus
- Working closely with Planning Center software and the Facility Manager to ensure adequate preparation, coverage, and set ups for all NGC events
- Ensure information cards, pens, and bibles in Auditorium seatbacks are in stock and in good condition.
- Assist Facility Manager on maintenance/janitorial projects
- All other duties as assigned by Facility Manager

SKILLS AND ABILITIES

- Ability to lift 40lbs unassisted
- Ability to lift/move up to 60lbs with reasonable accommodations
- Ability to operate scissor and boom lift
- Knowledge and ability to use power tools
- Stoop, bend, climb, work on hard surfaces
- Work in hot and cold environments
- Work on ladders
- Good verbal and written communication skills
- Strong multi-tasking skills with an ability to prioritize and perform tasks in a fast-paced environment
- Basic IT skills including Microsoft Office Suite.

EXPECTATIONS

- A follower of Jesus whose demeanor reflects a Christian life and attitude
- Embrace the mission and vision of NGC
- Detailed oriented with high standards of excellence
- Team player
- Self-starter/Initiator
- Enthusiastic about the job
- Have a flexible schedule
- Professional in appearance and communication
- Prompt and precise with regards to schedule
- Strong interpersonal, communication, relationship skills
- Teachable and eager to learn
- Commitment to ongoing personal and professional growth

- Relates well with a diverse group of people in a variety of settings
- Manage and diffuse difficult situations with composure and professionalism

EVALUATION

- This position reports directly to the Facility Manager and will receive an annual performance evaluation. Compensation is reviewed regularly.

I have read and received a copy of my job description.

Signature

Date

Print

Date