



Job Description

POSITION:

Building Engineer

POSITION OVERVIEW: To operate and maintain church facilities inclusive of property and parsonage.

RESPONSIBILITIES & DUTIES

Responsible for maintaining property as it relates to the following:

- All necessary preventive maintenance and operational procedures on mechanical, electrical, plumbing and HVAC related equipment.
- Use of church facilities and property
- Safety and insurance
- Security (burglar and fire alarm)

- Troubleshoot operations failures and re-establish building services.
- Develop Preventive Maintenance (PM) schedule on building equipment.
- Perform highly diversified duties to control and maintain the daily operation of all mechanical equipment in the church buildings.
- Maintenance work as needed.
- Perform daily /monthly inspections of all building systems.
- Coordinate quarterly and annual equipment/ life safety inspections.
- Monitor and replace light fixtures as needed.
- Oversees sexton, custodial crew and concierge regarding facility cleanliness, event setup/tear down and lock up.
- Burglar and fire alarm point of contact during working hours, alarms/service calls.
- Contact point for after-hours/weekends emergencies (HVAC failures, storm damage, plumbing leaks, etc...).
- Coordination/oversight of exterior landscaping.
- Monitors the quality and pricing of maintenance work performed by outside contractors.
- Use a variety of hand tools, electric meters and materials handling equipment in performing duties.
- Responsible for development and management of annual maintenance budget in conjunction with the Trustees and Director of Finance.
- Responsible for scheduling and programming of the BAS/EMS system, access controls, and alarm system.
- Oversees and coordinates with contract security personnel for major events and services.

REQUIREMENTS:

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Strong mechanical aptitude
- Knowledge of EMS systems
- Building Maintenance - 3 years
- HVAC - 3 years

LANGUAGE SKILLS

Ability to communicate effectively and clearly with vendors, employees and visitors.

Must be able to read and write English in order to understand manuals, procedures and to write reports.

COMPUTER SKILLS

Working knowledge MS Word and Excel.
Control systems of buildings.

CERTIFICATES, LICENSES, REGISTRATIONS

- CFC Certification
- Valid Driver's License

PHYSICAL DEMANDS

Able to lift at least 50 lbs.

Able to climb at least a 30ft. ladder

Able to differentiate primary colors

Able to understand telephone communication

Able to read gauges on meters

HOURS

Flexible 40 hours per week.

Must be available for weekly staff meetings, regular weekly functions, and Sundays.

Two (2) Sundays off per year.

Required to be on call 24 hours/7 days a week for issues relating to church facilities, and parsonage. Such calls include, but are not limited to: security alarms, fire alarms, plumbing, electrical, air conditioning, and others as they arise.

JOB TYPE Full Time

JOB LOCATION North Houston, Texas