

Faith Community UMC Position Description

Position Title:	Facilities Maintenance Technician
Reports To:	Business Director
Ministry:	Facilities
Classification:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time, Hours: 20-25
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

KINGDOM PURPOSE

Promote the Kingdom of God in maintaining a quality facility as a support to ministries and the people who attend Faith Community to further the Mission and Vision of Faith Community UMC.

Spiritual

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth
- Considers this position a life ministry, not just a job

ESSENTIAL DUTIES & RESPONSIBILITIES

- Regularly inspect the church premises for areas of need or concern and resolve appropriately
- Respond in a timely manner to office and ministry building/property needs submitted via the maintenance work order system; functioning as the “go-to” person for staff with building related questions/concerns/issues
- Perform a wide variety of general building maintenance repairs and services of the building, grounds and equipment
- Replace light bulbs, ceiling tile and hang pictures and other items as needed on the walls
- General Carpentry fixing walls, doors, office furniture, tile repairs, etc.
- Perform basic electrical installation and repair work in wiring for switches and outlets, etc.
- Perform routine preventative maintenance per schedule and update as needed
- Basic caulking and painting
- Perform basic plumbing repairs such as plumbing leaks or breaks; opens clogged lines or drains, replace washers and other minor parts
- Maintain appropriate inventory lights, ballasts and ceiling tiles
- Organize Mechanical Rooms periodically
- Maintain HVAC settings and enter weekly schedule
- Other facility duties or occasional special projects as assigned by the Business Director

QUALIFICATIONS

Experience

- Track record of successful experience with general maintenance of commercial buildings

Skills

- Possess general skills in carpentry, plumbing, painting and general maintenance of the building and equipment.
- Ability to work positively in a team-based environment
- Understanding of and willingness to reach for a high standard of excellence

Physical Requirements

This position requires (check all that apply):

Extended period of standing.

Lifting and/or pushing objects up to 25-50 lbs. or more on a regular basis

Lifting and/or pushing objects up to 50 lbs. on an occasional basis.

Working with heavy machinery or equipment on regular occasional basis such as:

Working outdoors in potentially inclement weather conditions.

Working at heights of up to 16-25 feet and go up into the man lift as needed.

Other:

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not be construed as an exhaustive statement of duties and responsibilities or requirements. Staff may be required to perform other job-related duties as requested by their supervisor. This job description reflects assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not approved or for official use without the approval of Human Resources, as indicated below.