



P A R K V I E W
COMMUNITY CHURCH

Job Description

Title: Assistant Facilities Director

Responsible to: Chris Clouthier, Facilities Director

Position Summary: The Assistant Facilities Director is primarily responsible for implementing and carrying out the preventive and routine maintenance tasks needed to prolong and ensure appropriate operation of equipment and systems, identifying repair/replacement needs to maintain equipment and systems, providing necessary information on the proper uses of equipment and ensuring adequate materials are available to complete assignments in a timely manner.

Preferred Qualifications & Experience:

- Experience in performing maintenance activities.
- Must be able to read, write and communicate in English.

Corporate Expectations:

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| • People Matter | To God & to us |
| • Relevant Teaching | Makes the profound truth of scripture accessible to everyone |
| • Everyday Worship | We are called to be living sacrifices 24/7 |
| • Ridiculous Generosity | Changes our community & our world by changing us |
| • Better Together | Authentic community is critical to growth |
| • Everybody Does | We will sacrificially serve with our time, talents & gifts |

Responsibilities:

Maintenance Duties

- Complete planned projects as directed by the Facilities Director.
- Complete maintenance work orders as directed and/or able.
- Assist the Facilities Director in maintaining and driving vehicles and trailers for fueling, repositioning and/or road testing.
- Insure proper care in the use and maintenance of equipment and supplies and promote continuous improvement of workplace safety and environmental practices.
- Perform preventive maintenance inspections and repairs on all church-owned/maintained properties and equipment.
- Assist in purchasing and/or retrieving supplies and materials necessary for operations and/or other church needs.



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- Perform preventive maintenance on all HVAC systems which may include but is not limited to changing filters, belts, fan motor replacement and/or cleaning of coils.
- Effectively interface with contractors and vendors providing facility support assuring quality and cost competitive service is provided.
- Ensure compliance with all federal, state, county and city regulations, including EPA and others.
- Assist with Lock & Key system to maintain building security.
- Other duties as assigned.

Custodial Duties

- Assist Facilities team as required in setups and teardowns.
- Supplement Facilities team in cleaning tasks as needed.
- Train and maintain knowledge of proper cleaning and sanitizing protocols.
- Maintain equipment and supplies necessary for floor refinishing.
- Keep all general storage areas clean and organized.
- Other duties as assigned.

Any other task and/or responsibilities given by the Facilities Director

Time Requirements:

Full-time – 40 hours