

JOB TITLE:
Facilities Technician

REPORTS TO:
Facilities Director

CLASSIFICATION:
Part-time

**WORK
SCHEDULE:**
Flexible 20-30
hours/week

**DESIRED SKILLS
AND ABILITIES:**

Basic Carpentry

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Familiarity with
HVAC systems

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Basic plumbing

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Basic computer

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Basic electrical
knowledge

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Basic painting and
drywall repair

ESSENTIAL DUTIES & RESPONSIBILITIES (include but are not limited to)

MAINTENANCE DUTIES:

1. Planned work projects as directed by the Facilities Director
2. Completion of maintenance work orders as directed and/or as able
3. Assisting in maintaining church vehicles and trailers, including refueling, repositioning and road testing
4. Insuring proper care in the use and maintenance of church equipment and supplies while seeking to improve workplace safety and environmental practices
5. Performing preventative maintenance on all church owned buildings and equipment, including HVAC systems and the replacing of filters and belts.
6. Clearing snow on all church owned properties including sidewalks and driveways.
7. Other duties as assigned

CUSTODIAL WORK:

1. Assisting Facilities Team as needed to set up and tear down for planned events
2. Assisting Facilities Team with cleaning tasks as needed
3. Maintaining knowledge of proper cleaning and sanitizing protocols; train others as needed
4. Maintaining equipment and supplies for cleaning
5. Refinishing floors as assigned
6. Policing of building and grounds to maintain continuous cleanliness and safety.
7. Other duties as assigned

EDUCATION & EXPERIENCE:

1. High school diploma or equivalent minimum
2. Experience in performance of maintenance activities
3. Ability to read, write and communicate in English
4. Valid and current Illinois driver's license

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work involves considerable physical activity; requires pushing, pulling and lifting up to 75 lbs.
- May involve ladder and lift work
- Every effort will be made to maintain a consistent schedule, but flexibility is required for events that require help outside normal hours

PERSONAL APPEARANCE

Facilities staff is in constant contact with church members and guests, so a clean and professional appearance is expected. Uniform shirts will be supplied.

