

PHOENIX BIBLE CHURCH
FACILITIES MAINTENANCE SPECIALIST
JOB DESCRIPTION



GENERAL DESCRIPTION

Position Status: Part Time

Working in partnership with and under the direction of the Director of Facilities, and the ultimate authority of the Board of Elders, the Facilities Maintenance Specialist (FMS) serves Phoenix Bible Church (PBC) by working to assure church buildings and grounds are maintained in a manner that provides a healthy, safe, and attractive physical environment.

AREAS OF RESPONSIBILITY

• **Facilities Management**

- The FMS is responsible for the maintenance, repair, upkeep and replacement of church facilities, grounds, and equipment. This could include working alongside outside vendors and contractors and making recommendations for needed renovations and improvements to the Director of Facilities.

• **Meeting/Event Preparation**

- The FMS will, at times, be needed to work with the Director of Facilities and the Facilities Maintenance Crew (FMC) to perform the room set-up, cleaning, tear-down and oversight connected with events on the PBC Campus. Again, at times the FMS will be asked to assist in the opening of the campus, closing and locking up the campus through security checks.

• **Meetings**

- Weekly meetings with the FMS for the purpose of scheduling and planning are part of the work week's responsibilities. The FMS is required to attend the All-Staff meetings or training courses as set up by the Director of Facilities or other senior leaders.

CHARACTER QUALIFICATIONS

The FMS will have exemplary Christian character including a vibrant, personal relationship with Jesus Christ and a proven record of integrity in his personal and family life, interpersonal relationships, and local church life.

ORGANIZATIONAL RELATIONSHIPS

The FMS shall carry out his/her duties and responsibilities within the bounds of the Phoenix Bible Church Bylaws, policies, and under authority of and ultimate accountability to the Board of Elders. He/ She directly reports to the Director of Facilities in all matters related to job performance.