

**Position Description**

Position:	Facilities Technician
Organization:	Facilities Manager
FLSA Status:	Non-Exempt - Hourly
Revision:	May 15, 2025

**Basic Function:**

Responsible for the maintenance and repair of buildings, grounds, and equipment for all church facilities.

**Position Responsibilities:**

- A. Perform routine and preventative maintenance orders on a daily / monthly basis with good record keeping.
- B. General upkeep and repairs of buildings, grounds, and equipment.
- C. Diagnose and repair broken assets.
- D. Keep hand tools, power tools, and all equipment maintained, organized, and clean.
- E. In charge of landscape duties, including but not limited to, mowing grass, trimming trees, detailing bushes and hedges, weed clearing, and debris cleanup.
- F. Paints and stains indoors and outdoors when necessary.
- G. Minor carpentry (doors and cabinets).
- H. Minor plumbing (sinks, toilets, ice machines, and coffee machines).
- I. Minor electrical (outlets, switches, light bulbs, ballasts, thermostats, irrigation timers); and diagnose issues.
- J. Minor AC / Cooler repair (motor swap, belt change out, and filters on all units); responsible for scheduling filter change-outs for the year.
- K. Make pickups of materials or supplies as requested.
- L. Always use safe working practices.
- M. Available to help with event set-ups or events as requested.

**Qualifications:**

1. Strong customer service skills: our job is to support our ministries, guests, and staff.
2. Previous experience and demonstrated knowledge and ability to perform at least five skills/trades listed.
3. Ability to safely run equipment (gator, work truck, chainsaws, weed/hedge trimmer, floor scrubber, and scissor lift).
4. Must be flexible with multi-tasking and comfortable with many job interruptions.
5. Must be a self-starter and comfortable working independently.
6. Must be able to lift at least 50 lbs.
7. Must be able to obtain an Arizona Fingerprint Clearance card.
8. Must have a valid Driver's License.

**Note:** This job description is not meant to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.