

# Foothill CHURCH

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## **FACILITIES TECHNICIAN / PART TIME FACILITIES / OPERATIONS**

### **OVERVIEW:**

**Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus.** This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

### **ROLE SUMMARY:**

The Facilities Technician supports the staff and ministry of Foothill Church, Foothill Christian School, and Foothill Christian Preschool. The Facilities Technician performs repairs in general building maintenance and minor custodial tasks. They also prepare various areas of the campuses for meetings, events, and performances. In addition, technicians help ensure that the church and school properties and equipment are well maintained, clean, safe, and ready for use.

### **QUALIFICATIONS:**

- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Faithfully attend and actively participate in Foothill Church.

### **ABILITIES:**

- Strong organizational skills, able to prioritize, meet deadlines, and follow up on tasks.
- Thrive in fast-paced, changing environments.
- Collaborative team player, flexible, and communicative.
- Detail-oriented, trustworthy, discreet, and diplomatic.
- Self-motivated, and disciplined to work independently.
- Adaptable to changing roles and responsibilities, capable of managing multiple projects.
- Personable, humble, and open to learning.

### **KNOWLEDGE, SKILLS and DEMANDS:**

#### **Knowledge**

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

#### **Skills**

- Positive attitude, strong communication skills, and biblical integrity in personal interactions.
- Use hand and power tools.
- Read and prepare technical documents.
- Experience in complex maintenance tasks (plumbing, electrical, etc.).
- Apply basic algebra and geometry.
- Possess and maintain a valid driver's license.
- Possess a vehicle that can be used for work purposes.
- Operate church vehicles, trailers, and equipment including "man-lift" devices.

#### **Relationship Building**

- Work cooperatively with others.
- Interpersonally agile; easy to approach, and talk to.

#### **Mental Demands**

- Follow directions and procedures.
- Receive constructive criticism and design suggestions.
- Understand verbal and written instructions.
- Exercise good judgment and discretion.

#### **Physical Demands**

- Frequently lift and carry up to 50 pounds, and may be required to lift and carry more than 100 pounds.
- Frequently stand, sit, climb ladders, and walk. Use hands and fingers to handle, feel, and to operate various tools and equipment. Reach with hands and arms, stoop, kneel, crouch, crawl, repetitive motions. Push and pull objects. Talk, hear, taste, and smell.
- See up-close, at a distance, distinguish colors, peripherally, and to adjust focus.

#### **Environment**

- Work near moving mechanical parts, in high places, with fumes and airborne particles, in both indoor and outdoor weather conditions.
- Tolerate noise and hazards of machinery, electrical currents, working on scaffolding and high places, man-lifts of various types, and exposure to chemicals and oils.
- Perform duties in high heat or cold conditions.
- Work well with others in an environment where workspaces are open.
- Maintain safe and clean work conditions in the areas assigned.

#### **Technologies**

- Use a computer and a smartphone.
- Must provide and maintain a personal smartphone capable of running required work applications (phone stipend provided).
- Able to use Google and Microsoft platforms.

#### **SPECIFIC DUTIES and RESPONSIBILITIES:**

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- Perform general repairs and maintenance across church, school, and preschool.
  - Independently complete work orders assigned by the Facilities Director.
  - Install, repair, and maintain building equipment and systems as needed.
  - Plumbing (including but not limited to): Repair or replace sinks, toilets, faucets, and pipes; clear obstructions using power and hand snakes.
  - Electrical (including but not limited to): Repair or replace fixtures, switches, outlets, breakers, and wiring; install new electrical and communication circuits.
  - Carpentry (including but not limited to): Repair and maintain floors, roofs, stairways, partitions, doors, windows, and furniture; operate hand and power tools.
  - Painting (including but not limited to): Prepare surfaces, paint interior/exterior walls, ceilings, and cabinetry using brushes, rollers, or spray guns.
  - Door and Window Maintenance (including but not limited to): Install or repair doors, windows, locks, and related hardware.
  - Independently complete rental property maintenance, including inspections, landscape maintenance and general repairs.
  - Assist with custodial tasks as needed.

#### **REPORTING:**

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- Reports directly to the Facilities Director.
  - Amenable to the Executive Pastor of Operations.

#### **SHARED VALUES:**

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.

- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

**POSITION TYPE:**

- Part Time.
- Regular.
- Non-Exempt.
- Level 2.

**Schedule:** Typically Monday - Friday, normal business hours are 7:30am-4:00pm. Hours may vary based on organizational needs. Occasional evening, weekend, holiday, or off-campus event work may be required.

**Hours:** 16 to 28 hours per week.

**Pay:** \$22-\$26 per hour.

**Benefits:** Retirement Plan, Bereavement, Paid Sick Leave, Cell Phone Stipend. See [Benefits Summary](#) for additional information.