

# Foothill CHURCH

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## **FACILITIES TECHNICIAN LEAD FACILITIES**

### **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 Lead serves Foothill Church and Foothill Christian School. This role leads and supervises the Set Up and Strike Team, including staff development and oversight, oversees Facilities operations for all church services and major ministry events, and performs general maintenance on our campuses. This position ensures that event spaces, facilities, and equipment are clean, safe, well-maintained, 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.
- Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
- High School diploma or GED.
- Preferred: Proven leader as demonstrated by at least two years past experience in developing teams, managing people, and creating systems.
- Preferred: Two years of maintenance and custodial experience.
- Servant leadership.

### **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.
- Lead by example, self-motivated, and disciplined to work independently.
- Adaptable to changing roles and responsibilities, capable of managing multiple projects.
- Personable, humble, and open to learning.
- Demonstrate the highest level of integrity, accountability, and professionalism while working independently with minimal supervision.
- Build, develop, and lead a healthy, productive team.

### **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.
- Reading and preparing technical documents.

- Preferred: Experience in complex maintenance tasks (plumbing, electrical, etc.).
- Speak effectively in front of groups.
- 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 mobile elevating work platforms.

#### **Mental Demands**

- Follow directions and procedures.
- Receive constructive criticism and design suggestions.
- Understand verbal and written instructions.
- Work cooperatively with others.
- Interpersonally agile; easy to approach, and talk to.
- Lead and communicate clearly with staff.
- 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.
- Safely climb and work from ladders up to 28 feet and operate mobile elevating work platforms, including scissor lifts and boom lifts, at working heights up to 50 feet.
- Frequently stand, sit, 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 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.
- Provide and maintain a personal smartphone capable of running required work applications (phone stipend provided).
- Proficient with Google and Microsoft Platforms.

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

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##### Event Set-Up and Strike Management (Primary Focus)

- Lead the Set-Up and Strike Team, including recruiting, hiring, training, scheduling, coaching, and performance oversight.
- Recruit, train, schedule, and lead volunteers serving on the Set-Up and Strike Team.
- Serve as the primary Facilities representative for all recurring church services and scheduled ministry events, whether held on weekends, weekdays, or holidays, ensuring proper event setup and teardown, campus opening and closing, and overall event logistics.
- Lead Facilities support for major church-wide events throughout the year, including Easter, Christmas services, Marriage Conference, Women's Conference, Men's Conference, and other ministry events as assigned.
- Develop and implement systems for efficient event setup and teardown.
- Ensure shared spaces are reset properly between church and school use.
- Coordinate weekly with the Chief of Staff, Connections Minister, Children's Minister, and Technical Engineer.
- Manage Planning Center (PCO) requests for ministry events.
- Assist ministries with off-campus events, including transporting equipment and supplies for events such as the Summer Picnic, Backpack Drive, and Affordable Christmas.
- Assist with midweek event setups, coordinating with ministry leaders.

- Move and transport equipment, furniture, and supplies (e.g., tables, chairs, portable stages, pipe and drape, lighting, tech equipment, and canopies) to accommodate event needs.
- Communicate and enforce Foothill Church policies with team members.

#### Facilities Technician and Maintenance Support (Secondary Focus)

- 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.
- Take ownership of assigned projects by identifying issues, recommending solutions, and following work through to completion with minimal supervision.
- 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, general repairs, and remodeling projects.
- Perform landscaping, irrigation, and grounds maintenance on church, school, preschool, and rental properties as assigned.
- Assist with vendor oversight to ensure quality work by contractors.
- Assist in developing and executing preventative maintenance schedules.
- Assist with custodial tasks as needed.
- Respond to emergencies (earthquakes, fire, flooding, alarms, etc.) and help ensure a safe environment.

#### Administrative and Compliance

- Ensure timely approval of staff time cards and reconcile purchases/invoices.
- Aware of and abide by Foothill Church Employee Policies and observe all safety standards.
- Attend and lead staff meetings as required.
- Serve as the Facilities point of contact during the Facilities Director's absence, coordinating with ministry and school leadership as needed.
- Perform a variety of duties as requested by the Facilities Director.

#### **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:**

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

**Schedule:** Five days per week, including Saturdays and Sundays. The two days off may be flexible based on organizational needs. Holidays, evening hours, and off-campus event work may be required.

**Hours:** 40 hours per week.

**Pay:** \$20-\$25 per hour. For candidates who meet the preferred qualifications, starting compensation may be negotiable based on relevant experience and skills.

**Benefits:** Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School, Paid Sick Leave, Paid Time Off, Holidays, Cell Phone Stipend. See [Benefits Summary](#) for additional information.