

**FACILITIES MAINTENANCE TECHNICIAN, NICEVILLE CAMPUS**

**Position Title:** Facilities Maintenance Technician  
**Full-Time Non-Exempt Position**

**Date:** February 2018

**Supervisor:** Maintenance Director

**Purpose:** Helping people connect to Christ by creating a distraction-free and safe environment by providing general facilities maintenance services while maintaining the church facilities making them ready for ministry.

**PRIMARY DUTIES: (LIST MAIN DUTIES OF POSITION)**

1. General maintenance work in buildings:
  - a. Report to the Maintenance Director daily for work schedule and assigned tasks
  - b. Process, complete, and respond to Spiceworks work orders as assigned
  - c. Responsible for timely completion of assigned tasks
  - d. Maintain communication with the Maintenance Director while on duty
  - e. Minor repairs to doors, windows, cabinets, floors, ceilings, etc.
  - f. Add touchup paint and make cosmetic repairs
  - g. Minor plumbing repairs
  - h. Minor electrical repairs
  - i. Minor installation projects
  - j. Minor carpenter projects
  - k. Cyclical maintenance of HVAC – filter replacement
  - l. Change light bulbs throughout all facilities and on grounds
  - m. Promptly address safety issues to maintain safety of all staff and congregation
  - n. Assist with Crosspoint Church Leadership or Executive requests as required
2. General maintenance on grounds:
  - a. Assist with Emergency storm preparations
  - b. Minor projects on playgrounds, fencing, irrigation, etc.
3. Maintenance equipment responsibilities:
  - a. Keep maintenance area clean and organized
  - b. Maintain proper storage of chemicals and consumables
  - c. Organize and maintain assigned tools and supplies
4. Other responsibilities
  - a. Make recommendations for facility improvements, upgrades or renovations
  - b. Run errands necessary for the job
  - c. Occasionally assist with set-ups for facilities
5. Assist other staff whenever possible
6. Uphold the Staff Covenant.

**SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)**

1. Dedicated Follower of Jesus.
2. Ministry minded; relationship focused.

3. A self-starter who can multi-task, prioritize workload, and turn a vision into reality.
4. Work well with a team.
5. Think in terms of solutions.
6. Have a positive attitude.
7. Strong computer, technical, organization, and communication skills.
8. Embody a “whatever it takes” mentality.
9. Ability to carry 50 pounds.
10. Strong maintenance background and familiarity with the safe use of a wide variety of hand tools and power tools.
11. General knowledge of building maintenance, general carpentry, plumbing, electrical, and HVAC skills. Ability to work as a team and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

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**KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)**

1. Contributing to a distraction-free environment. Facilities maintained and ready for ministry
2. Chemistry and unity within the Facilities Team, and larger staff team.
3. Responsive to maintenance needs of the staff team.
4. Reliability and flexibility to support ministries of the church.
5. Good stewardship of church resources.

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**CONTINUING EDUCATION DESIRED: (LIST EXPECTATIONS FOR CONTINUING EDUCATION)**

Attend position appropriate seminars, workshops and training as requested and approved by supervisor.