

JOB DESCRIPTION

Job Title: Campus Facilities Technician

Position reports to: Global Operations Director

Department: Operations

Level: Full Time

Date Prepared: 9/2025

Purpose of the Job:

Unleash the full potential of building equipment and structure, ensuring peak performance and unstoppable operations and efficiency for Citgate Church in all areas of responsibility.

Essential Functions and Responsibilities:

- Exemplify staff core values of grit, driven, 360 thinking, unity, a grateful and contagious culture in every area of role responsibilities.
- **Weekly Responsibilities (before Sunday)**
 - Contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing
 - Review all outside vendor invoices to ensure and verify satisfactory completion
 - Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements
 - Ensure compliance and implementation of facility policies put in place by leadership
 - Organize and retain maintenance records for the building and vehicles, contacts of outside vendors/volunteers, and annual/seasonal maintenance checklists
 - Develop and recommend a plan to repair and/or replace needed items around the facility
 - Keep the facility clean, attractive, and well-maintained, inside and out
 - Develop and oversee a team of volunteers to serve in maintenance and custodial
 - Regularly inspect the church premises for areas of need or concern
- **Sunday Responsibilities**
 - Responsible for the building being 100% ready for services with everything in working order.
 - Ensure facilities team is equipped and ready to serve
- **Monthly Responsibilities .**
 - Create a monthly serve and mtg schedule for the department.
 - Monthly training with your departments to train, cast vision, and build community
 - Stay 4 months ahead on up and coming church and community events
 - Nominate and celebrate Crew Leaders and members monthly
- **Special Events Responsibilities**
 - Responsible to have the building prepared for events
 - Responsible to assist with any setup or tear down needs of any event

- **Experience and Knowledge Required:**
 - Valid driver's license
 - High School diploma or equivalent
 - Ability to lift 20 lbs., walk minimum 5 miles per day
 - Basic verbal and written communication skills with employees and vendors
 - 2-3 years experience in managing buildings, grounds and vehicles.
 - 2-3 years experience as a maintenance worker or other similar positions with a basic working knowledge of HVAC, plumbing, electrical systems, general carpentry and grounds keeping.
 - Reliable and able to work flexible hours independently with minimal supervision.
 - Demonstrated understanding and commitment to working in culturally diverse settings
 - The candidate must be able to respond to emergencies and travel to various sites as needed

- **Core Values in Daily Life:**
 - Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
 - More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
 - Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
 - Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____

HR/Staff Representative: _____ Date: _____