

JOB DESCRIPTION

Job Title: Facilities Maintenance Technician

Department: Operations

Director: Chief Operations Officer

Time Required: Monday-Thursday 9am-4pm

Level: Part Time / Full Time

Date Prepared: 01.2023

I. Purpose of the Job:

Create a place where people can touch God, encounter Jesus Christ and be radically changed and empowered by His Holy Spirit.

II. Experience and Knowledge Required:

- Practical experience in managing buildings, grounds, and vehicles.
- Proven experience as a maintenance worker or other similar position with a basic working knowledge of HVAC, plumbing, electrical systems, and construction.
- Reliable and able to work flexible hours independently with minimal supervision.

III. Essential Functions and Responsibilities:

- Regularly inspect the church premises for areas of need or concern.
- Support the mission, vision, ministry goals and 4 core values of Citygate Church through the application of expertise primarily in areas including maintenance, grounds, building operations, and mechanical systems.
- When necessary, 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.
- Discuss best ways to utilize church volunteers to accomplish needed improvements.
- Keep the facility clean, attractive, and well-maintained, inside and out.
- Develop and oversee a team of volunteers to serve in maintenance.
- Effectively plan and schedule personnel time to assume maximum productivity.
- General knowledge of building maintenance, general carpentry, plumbing, electrical, grounds keeping and custodial skills.

IV. *Employees possess and exhibit the following core values in their daily lives*

- *Love for God*
- *Love for People*
- *Work Ethic that is excellent, protective, and frugal with time and money*
- *Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church*
- *Evident call of God on life to full time Ministry and to the vision/mission of Citygate Church.*