

JOB DESCRIPTION

Job Title: Campus Operations Technician
Position reports to: Campus Operations Director
Department: Operations
Level: Full Time
Date Prepared: 8/2024

I. Purpose of the Job:

Unleash the full potential of building equipment and structure, ensuring peak performance and unstoppable operations and efficiency.

II. Essential Functions and 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, 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
- 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 which requires early arrival time before first service begins
- Ensure facilities and volunteer teams are equipped and ready to serve
- Post all church services make sure that building is ready for upcoming week and secure before leaving premises

• Monthly Responsibilities

- Stay 4 months ahead on up and coming church and community events

• Special Events Responsibilities

- Responsible to have the building prepared for events
- Responsible to assist with any setup or tear down needs of any event

• Volunteers Responsibilities

- Develop, oversee and grow a team of volunteers to serve in maintenance and custodial duties

III. Experience and Knowledge Required:

- Valid driver's license
- High School diploma or equivalent
- Ability to lift minimum 30-50 lbs

- 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 both independently and as a team

IV. 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: _____