

JOB DESCRIPTION

Title: Facility Maintenance Technician, Lead
Department: Facilities
Reports to: Facility Director
Supervises: As assigned by the Facility Director
Last Updated: December 2020

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

POSITION SUMMARY

The Facility Lead works under the supervision of the Facility Director to ensure that all BCA Facilities remain clean, organized and safe. The Facilities Lead is responsible for general maintenance of BCA facilities both interior and exterior areas as assigned by the Director. The Facilities Lead will assist the Facility Director in managing the weekly cleaning schedule, adding and removing items from the schedule as needed, communicating with the facility team to make sure tasks are assigned correctly and will assist in verifying cleaning schedule is being followed and completed as directed. The Lead will back-up the Director with supervision of the Facility team in the Directors absence. The Facilities Lead is a reflection of Bethany Christian Assembly and exercises discretion, generosity and professionalism in all dealings with the public and with office staff. Completes all tasks accurately, safely and according to schedule. This position is a full-time, 40-hour per week (1.0 FTE) position, is eligible for supervisor approved overtime, and is benefit eligible.

ESSENTIAL FUNCTIONS

1. Maintain the cleanliness of BCA's facilities and campus.
2. Complete the scheduled cleaning of specific zones assigned by the Director.
3. Maintain close communication with the Director ensuring that productivity and quality standards are maintained.
4. Clean and sanitize all areas and all surfaces of BCA facilities as directed.
5. Clean and remove debris from all outside walkways and grounds including the parking lot and storage areas.
6. Ensure the safety, clean appearance and environmental excellence of their assigned zone.
7. Complete light maintenance tasks as assigned.
8. Complete room set-up and tear down responsibilities as assigned.
9. Complete building open and close process when scheduled.
10. Participate as a member of the on-call emergency alarm response team.
11. Additional tasks as assigned.

SPECIAL SKILLS AND TASKS

1. Correct and safe handling and use of all cleaning products.
2. Use of vacuums, laundry equipment, floor cleaning equipment, ladders, pressure washer, and other cleaning equipment.
3. Knowledge of industry standards regarding cleaning and sanitization of all common areas.

QUALIFICATIONS

1. High school diploma or GED preferred
2. Ability to handle interruptions
3. Excellent communication skills (responding to phone messages promptly)
4. Proven ability to take direction and work in a safe manner
5. 1-2 years of building maintenance experience.
6. Possess strong organizational skills.
7. Gets along well with co-workers and deals effectively and professionally with colleagues.
8. Ability to work independently, but with willingness to work as a member of a team.
9. Ability to use a computer for online timesheet record keeping
10. Demonstrate commitment to maintaining a safe work environment free of harassment, violence, and unlawful discrimination.

WORKING ENVIRONMENT

Work is generally performed indoors throughout the church building and occasionally outdoors on the grounds of the church building. Weekend/evening work is necessary on a regular basis. The abilities of seeing, hearing and speaking English are also required. Fluency in a second language is preferred.

PHYSICAL DEMANDS

The functions are usually performed while standing, and will involve some amount of time bending, crouching, lifting, walking, carrying, reaching, stretching, climbing, perform repetitive motions of the hands or wrists and other movements. The abilities of seeing, hearing and speaking are also required. May be required at times to lift more than 50 lbs.

LIFESTYLE STANDARDS

Recognize, understand and agree to live by the moral and ethical standards of Bethany Christian Assembly as outlined in the Bethany Christian Assembly Employee Handbook.

This job description does not create an employee contract, implied or otherwise, other than an "at will" employee relationship.