

JOB DESCRIPTION

Title: Facility Technician
Department: Facilities
Reports to: Facility Director
Supervises: As assigned by the Facility Director
Last Updated: March 2023

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

Under the direction of the Facilities Director, the Facility Tech works as part of a team that maintains all BCA facilities. The Facility Tech assists the Facility Director in managing the weekly cleaning schedule for Bethany Compassion Center. The Facility Tech interacts with church employees and constituency as a reflection of Bethany Christian Assembly and exercises discretion, generosity and professionalism in all dealings with the public and with office staff. The Facility Tech 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 close communication with the Director ensuring that productivity and quality standards are maintained.
2. Complete building maintenance tasks as assigned by the Director.
3. Complete room set-up and tear down responsibilities as assigned.
4. Secure the building both by ensuring all doors are locked and secured on days responsible for close. Arm and disarm building security system as assigned.
5. Respond to individuals who are seeking entrance into the facilities for a purpose outside of BCA's mission with care for the person and at the same time securing the building for employees and adherents.
6. Clean and remove debris from all outside walkways and grounds including the parking lot and storage areas at all church properties.
7. Prepare and install exterior banners as requested in a timely manner.
8. Participate as a member of the on-call emergency alarm facility response team as assigned.
9. Clean and/or weekly ensure that the Bethany Compassion Center is sufficiently cleaned by volunteer team.
10. Paint rooms and hallways as assigned.
11. Complete additional responsibilities or tasks as assigned.

QUALIFICATIONS

1. High school diploma or GED preferred.
2. Ability to handle interruptions.
3. Excellent communication skills (responding to phone messages promptly).
4. Ability to effectively use an online/mobile assignment ticketing system.
5. Proven ability to take direction and work in a safe manner.
6. 2+ years of building maintenance experience.
7. Possess knowledge of minor drywall, electrical and plumbing repair.

8. Gets along well with co-workers and deals effectively and professionally with colleagues.
9. Ability to work independently, but with willingness to work as a member of a team.
10. Ability to use a computer/mobile app for online timesheet record keeping.
11. 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 Christian religious, 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.