

# Job Description – Facilities Specialist

## *Facility Support Personnel Hours*

**Standard Hours:** 40 Hours per Week  
Periodic weekends  
Additional hours when necessary

## *Background, Skills and Experience*

Standard Applications and Tools used to support this position include the following:

- Previous experience in Basic Facility upkeep (Changing light bulbs in commercial fixtures, minor plumbing, and housekeeping as needed.)
- Ability to be on feet (stand, walk, squat, climb) for long periods of time
- Ability to safely lift 45lbs. repeatedly for short periods of time (E.g. Tables & chairs)
- Specific maintenance/facility skill or license – i.e. electrical, plumbing etc.
- Woodworking skills desired
- Ability to work in a team environment
- Ability to multitask and work under time guidelines
- Strong communication (verbal) and interpersonal skills
- Strong attention to detail
- Technology skills
  - Automated Church Systems (training provided)

## *Building Services Job Responsibilities*

1. Room and Auditorium Setups (Tables & chairs etc.)
2. Climate control adjustment
3. Address Emergencies (Fire Alarms, Security issues)
4. Address housekeeping related needs if they arise. (Spills, trash, etc.)
5. Patrol Building and grounds
6. Replace burnt out light bulbs
7. Support and/or respond to small groups.
8. Support and/or respond to activities and events.
9. Department communication (forms, procedures)
10. Help cover for Building Services personnel when out (Vacation time, sick leave, etc.)
11. Events preparation (supplies, logistics,)
12. Maintenance tasks such as office moves, painting, building walls, building frames, etc.
13. Handle emergencies
14. If needed, landscape/yard work
15. Maintenance of job backup plan and documented procedures related to the position
16. Other tasks as assigned

## *Management*

**Performance -** Formal performance reviews will be held once a year

**Training -** Requirements for individual's training and development needs will be determined.