

Job Description –Facilities Specialist

Standard Work Schedule (refer to policy standard hours)

- Full-time hourly position (40+ hours weekly as needed)
- Some weekend hours as needed for Special Events
- Off-hours emergency and repair support as needed

Background, Experience, and Education Requirements

- Experience with building maintenance, construction, engineering and/or hands-on trade experience
- Further education in technical, engineering, or building trades a plus
- Strong communication, interpersonal, and organizational skills
- Must be a member, or be willing to become a member, of Brookwood Church

Job Duties and Responsibilities

- Support the maintenance, repair, upgrade, and overall appearance of all grounds and facilities owned by Brookwood Church, including (but not limited to):
 - Electrical systems
 - Water supply and effluent systems
 - Heating, ventilation, and air conditioning systems and control software
 - Lighting systems
 - Fixed and moveable furniture
 - Security and Fire alarm systems
 - Irrigation and drainage systems
 - Amphitheater water features
 - Fire Suppression system
 - Wall, floor, and ceiling coverings
 - Roofing systems
 - Tools and maintenance equipment
 - Security systems network
- Assist any ministries that work in conjunction with Facilities (ex. Security Team)
- Room set up for ministries and operations (for meetings, small groups, events etc.)
- Reply to Maintenance Work Order System and respond to requests for maintenance and repairs by Brookwood staff and on Sunday services, as appropriate.

Additional Applications and Tools

- Use of the following tools to support job functions:
 - Microsoft Windows 10 and Office
 - Rock System