

Job Description – Facilities Specialist

Facility Specialist Hours

Standard Hours:

- 29 Hours per Week
- Monday-Thursday evenings (4-9 pm, with flexible start time)
- Periodic Saturdays (for special events) and periodic Sundays (service coverage 6:30 am-2 pm)
- Additional hours when necessary (fill in etc.)

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) for long periods of time
- Ability to safely lift 45lbs. repeatedly for short periods of time (ex. tables & chairs)
- Organizational skills
- Specific maintenance/facility skill or license – i.e. electrical, plumbing etc.
- 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. Handle emergencies
2. Room and auditorium setups (tables & chairs etc.)
3. Climate control adjustment
4. Address emergencies (fire alarms, security issues)
5. Address housekeeping related needs if they arise. (spills, trash, etc.)

6. Patrol building and grounds
7. Replace burnt out light bulbs
8. Support and/or respond to small groups needs
9. Support and/or respond to activities and events
10. Department communication (forms, procedures)
11. Help cover for other Building Services personnel when out (vacation time, sick leave, etc.)
12. Communicate and coordinate with volunteer(s)
13. Event preparation (supplies, logistics,)
14. Volunteer utilization
15. 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.