



## First English Lutheran Church Position Description

**Job Title:** Facilities Technician **Reports To:** Church Administrator

**Position Status:** Part-Time, Non-Exempt (10 hour/week)

**Position Summary:** Responsible for the maintenance and security of all buildings and grounds owned by First English Lutheran Church which may require on-site activity at any time.

### **Job Responsibilities and Duties:**

- Deliver well maintained and well-functioning facilities at all times.
- Perform non-license required maintenance and make repairs to HVAC, electrical, and plumbing systems along with immediate temporary repairs in an emergency.
- Coordinate use of outsourced facility support by outside vendors negotiating needs and scheduling while confirming all outsourced functions are performed as required.
- Negotiate on needs assessment, finance and scheduling issues with contractors when maintenance and repair services are required.
- Apply paint, varnish and stain to all types of building surfaces in order to protect surfaces using appropriate tools and equipment.
- Monitor and perform replacement of light blubs and lamps.
- Consult with the Church Administrator and the chair of Property Oversight as needed regarding policies, purchases, needed repairs and outside services required.
- Monitor church calendar for upcoming building and equipment requests.
- Provide set-up (and take-down) of all uses of the facilities by staff, church members and community.
- Recruit and supervise church members who volunteer for maintenance responsibilities.
- Perform other necessary and related tasks as may be assigned on a case by case basis.

### **Job Skills and Requirements:**

- A demonstrated Christian faith commitment.
- Knowledge of tools, methods, safety practices and materials used in the building trades such as plumbing, electrical, carpentry, HVAC, masonry, painting, etc.
- Knowledge and skill in the use of hand and power tools used in building construction.
- Ability to perform tasks which require frequent standing, climbing, lifting, reaching, bending, squatting and carrying while working in a variety of temperatures and weather conditions.
- Good organizational and planning skills and an ability to delegate and communicate to volunteers.
- Ability to negotiate knowledgably with contractors and vendors for facility needs.
- Regular timely attendance during stated or negotiated core hours.
- Ability to communicate with staff and volunteers on their facility needs and uses.
- Ability to work effectively with staff and volunteers and make decisions under limited supervision.
- Ability to lift a 50 pound minimum and to have complete mobility in required activities.
- Creativity, flexibility, strong attention to detail while demonstrating a "can do" attitude.
- Ability to handle multiple projects or tasks while effectively prioritizing to meet deadlines and maintaining a high quality of work.

### **Evaluation and Compensation:**

The Facilities Technician works directly under the Church Administrator and receives an annual performance evaluation. Compensation is reviewed annually.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above. I understand employment at FELC is "at will." As an at-will employee, I have the right to terminate my employment at any time and for any or no reason at all. Likewise, the FELC has the right to terminate my employment at any time, with or without notice, for any or no reason at all.

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Employee

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Date