



HILL COUNTRY BIBLE CHURCH

JOB DESCRIPTION

FACILITIES LEAD TECHNICIAN

Job Classification: Full-Time; Non-exempt

Date: Feb. 2024

Summary This position provides skilled technical and maintenance service to the people and ministries of Hill Country Bible Church, under the direction of our Maintenance Manager (MM) and Facilities Director. They must be able to respond to work orders with little guidance and demonstrate the highest standards of customer service while interacting with people. They will encourage and mentor paid and volunteer technicians in the successful execution of facilities and grounds related projects. They will be committed to growth and leadership development as they build trust and take on more responsibilities within the facilities team.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. Locations are operating optimally (safe, beautiful, functional) to meet the ministry needs of Hill Country Bible Church
2. Excellent servant leadership, timely response to all communication, and thoughtful customer service is provided to our staff, congregation, ministries, volunteers and leaders, vendors/contractors, visitors, and community
3. Facility-related equipment is fully operational and properly maintained; work orders are completed in a timely and effective manner; grounds, construction, and special projects receive support to meet and exceed expectations
4. Collaboration, teamwork, and trust are being built within the Facilities Team and across the organization; the Maintenance Manager is giving increasing responsibilities to you as you learn from him and the Facilities Director
5. The mission and vision of Hill Country is being advanced as people experience a warm and welcoming environment and as they see the love of Jesus reflected in all we say and do

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Graciously interact with staff, guest, volunteers, and ministry leaders daily; model a servant attitude and customer service mindset; personally own the mission and vision of Hill Country
2. Complete assigned Work Orders and other projects; collaborate with other Facilities Technicians, Maintenance Manager, vendors and other as needed; conduct building inspections and open Work Orders for needed repairs
6. Evaluate, repair, and maintain plumbing, electrical and HVAC systems at all locations; assist with the ongoing maintenance of all facilities and grounds, working closely with the MM
7. Escalate all questions and needs appropriately and quickly that are outside the scope of your expertise; maintain consistent and up to date communication with the Maintenance Manager, Facilities Director, and others
8. Work with the facilities team to ensure budgets and resources are managed for optimum facility use and efficiency
3. Shadow the Maintenance Manager to learn Work Order System and to respond, evaluate and secure emergency and non-emergency situations; fill in for the MM when he is out/unavailable; fill in for the PM as needed
4. Set up rooms/venues for worship services and special events; work with tools, machinery, and other supplies necessary to complete projects
5. Rotation of after-hours on call duty and weekend duties; available to travel to all locations of Hill Country
6. Spend time engaging with people – recruit and train volunteers for Sunday mornings and monthly Work Saturdays; Model an Eph. 4 model of equipping God's people for works of service
7. Be an active member of Hill Country Bible Church – engage in the life of the church and take next spiritual steps
8. Successful service on our overall staff team – participate in church-wide initiatives and special events (Christmas Eve, Easter, etc.); step into additional duties and/or new responsibilities beyond the Job Description as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School diploma/GED required along with basic computer skills (Microsoft Office, Apple, work order system)
2. General and skilled knowledge of Mechanical, Electrical, Plumbing (MEP) troubleshooting and repair
3. At least 4 years' facility-related professional experience required; degrees or certifications are a plus but not required
4. Ability to read blueprints (MEP, Architectural, and Site); understands safe and proper use of power tools/equipment
5. Self-motivated and directed; ability to work occasional evenings, some weekends, and holidays as assigned
6. Ability to lift and carry 45+ lbs., walk large campus, climb ladders, and perform related physical activities
7. Sees themselves as an owner of the mission, vision, and values of Hill Country Bible Church
8. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire

CULTURE AND CLIMATE:

1. Position reports to Maintenance Manager as part of the Facilities Department
2. Staff culture is goal-oriented, collaborative, with accountability, priority of personal evangelism and discipleship
3. Core values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors