



HILL COUNTRY BIBLE CHURCH

JOB DESCRIPTION

Job Classification: Full-Time; Non-exempt

FACILITIES TECHNICIAN

Date: November 2021

Purpose: This position provides excellent technical and maintenance service to support safe, functional and beautiful campuses and grounds. Successful service in this role will promote worship, learning, discipleship, volunteer engagement and community building in order to accomplish the mission of Hill Country Bible Church: *Each of us, together... saturating Greater Austin with the love of Jesus.*

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

1. Locations that are safe, functional, and beautiful to promote worship, learning, discipleship, and community building
2. Excellent servant leadership and customer service for congregation, ministry leaders, staff, and community
3. All ministries supported to be effective and fruitful to see Greater Austin saturated with the love of Jesus
4. Budgets and resources managed for optimum facility use and efficiency
5. Time, talents, and gifts are focused and maximized for kingdom impact
6. Facility-related equipment is fully operational and properly maintained; work orders are completed in a timely and effective manner
7. Campuses, buildings, grounds reflect a warm and welcoming environment; they are clean and ready for daily use
8. Growing trust and increasing responsibilities as you support and learn from the Maintenance Manager and Facilities Director

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Interact with staff, guest, volunteers and ministry leaders on a daily basis; model a servant attitude and customer service mindset
2. Complete assigned Work Orders and other projects; collaborate with Facilities Tech, Maintenance Manager and others as needed; conduct building inspections and open Work Orders for needed repairs
3. Evaluate, repair, and maintain plumbing, electrical and HVAC systems at all locations
4. Shadow the Maintenance Manager (MM) 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
5. Assess and communicate with Facilities Director and Maintenance Manager about work that requires outside expert assistance
6. Set up rooms/venues for worship services and special events; work with tools, machinery, and other supplies necessary to complete projects
7. Provide Spanish translation as needed with the team, crew, vendors and more
8. Provide some cleaning of classrooms, restrooms, auditoriums, glass, floors, and detail work as assigned; restock all paper products and other cleaning supplies, removal of all trash and disposable items as needed
9. Rotation of after-hours on call duty and weekend duties; engagement in church-wide and special events
10. Spend time engaging with people – recruit and train volunteers for Sunday mornings and monthly Work Saturdays; look for new ways to engage people in their areas of skill/passion in order to serve Jesus and the local church (Eph. 4 model of equipping God's people for works of service); reproduce servant leaders
11. Successfully serve as a contributing member of our overall staff team – participate in church-wide initiatives and special events (Christmas Eve, Easter, etc.); own and live out church goals and core values

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School diploma/GED required along with basic computer skills (Microsoft Office, Apple, work order system)
2. General knowledge of Mechanical, Electrical, Plumbing (MEP) troubleshooting and repair
3. Ability to read blueprints (MEP, Architectural, and Site)
4. Properly able to vacuum and/or operate buffers, scrubbers, and vacuums, understands safe and proper use of power and hand tools and outdoor powered equipment
5. Self-motivated and directed; ability to work evenings, 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
3. Core values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors