



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

FACILITIES TECH AND MAINTENANCE SPECIALIST

Job Classification: Full-Time; Non-exempt

Date: December 2020

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. Our congregation, visitors, ministry leaders/ministries, staff and community receive effective servant leadership and excellent customer service for their facility-related needs
2. Budgets and resources are managed for optimum facility use and efficiency
3. Time, talents, and gifts are focused and maximized for kingdom impact; volunteers are recruited, trained and deployed; lay leaders are developed and released with growing ownership in the ministry
4. Facility-related equipment is fully operational and properly maintained; work orders are completed in a timely and effective manner
5. Campuses, buildings and grounds reflect a warm and welcoming environment; they are clean and ready for daily use
6. 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 in the building; receive and respond to reports of mechanical or maintenance issues on the campus(s)
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 any work that requires outside expert assistance
6. Set up rooms/venues for worship services (ongoing and with additional needs due to COVID) and special events as needed
7. 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
8. Work with tools, machinery and other supplies necessary to complete projects
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; safe and proper use of power and hand tools and outdoor powered equipment
5. Self-motivated and directed; ability to work evenings and weekends as assigned
6. Ability to lift 45+ lbs., walk large amounts of the campus, and climb ladders
7. Sees themselves as an owner of the mission, vision, values and pathway 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