



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

Facilities Technician

Job Classification: Full-Time, Non-exempt

January 2019

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

1. Campuses 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 every man, woman and child reached with the gospel
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
7. Work Orders are completely in a timely manner
8. Building is clean and free of debris for daily use

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Interact with staff, guest, volunteers and ministry leaders
2. Complete assigned Work Orders and other project tasks
3. Evaluate, repair and maintain plumbing, electrical and HVAC systems in the building
4. Communicate with facilities management about any work that requires outside expert assistance
5. Receive and respond to reports of mechanical or maintenance issues on the campus
6. Cleaning classrooms, restrooms, auditoriums, glass, floors and detail work as assigned
7. Work with tools and supplies necessary to complete projects
8. Rotation of after-hours on call duty and weekend duties
9. Assist and lead Sunday morning Facility Volunteer Team
10. Assist in recruiting, planning, executing and leading volunteers for monthly Work Saturdays
11. Conduct building inspections as needed and open Work Orders for needed repairs
12. Restocking all paper products and other cleaning supplies as needed
13. Removal of all trash and disposable items as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High School diploma/GED required
2. Basic computer skills (Microsoft Office, Apple, work order system)
3. General knowledge of Mechanical, Electrical, Plumbing (MEP) troubleshooting and repair
4. Problem solving and troubleshooting skills
5. Ability to read blue prints (MEP, Architectural, and Site)
6. Properly able to vacuum and/or operate buffers, scrubbers and vacuums
7. Safe and proper use of power and hand tools and outdoor powered equipment
8. Demonstration of being self-directed and/or independent worker
9. Ability to work evenings and weekends as assigned
10. Ability to lift 45+ lbs, walk large amounts of the campus, and climb ladders
11. Alignment with our core beliefs and commitment to becoming a member of Hill Country Bible Church within 8 weeks of hire

CULTURE AND CLIMATE:

1. Position reports to Maintenance Manager in the Facilities Department
2. Staff culture is goal-oriented, collaborative, with accountability
3. Servant's heart for reproducing servant leaders through volunteer involvement
4. Core values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves