

General Description

The role of the Facility Team and its members is to keep the church campus appropriately set up for the various usages of the church and serve in keeping the facilities clean and safe. The Maintenance team is responsible for general maintenance of the facility and equipment within the facility and campus. This position reports to the Facility Manager.

Role and Responsibilities

- Conduct inspections of facilities for needed services and repairs and scheduling on a regular basis
- Maintain fire protection systems and equipment
- Supervise contracted landscaping and grounds maintenance (including snow removal)
- Coordinate maintenance and repairs of:
 - boilers, heating and ventilation systems, pumps, weather stripping
 - building interiors and exteriors
 - finishing, walls (painting), ceilings, flooring and roofing
 - appliances including stoves, refrigerators and washing machines
 - structural, mechanical and electrical systems
- Maintain the general administration of the maintenance program
- Assist with preparation of maintenance and improvement plans
- Manage building related projects, as applicable
- Track data using the computerized maintenance management system
- Recommend the purchase of goods and equipment
- Fill in for custodian team, as needed
- Treat every church guest as special and provide good customer service
- Look clean, neat and tidy and wear uniform while on shift
- Arrive to work prior to scheduled shift, work scheduled shift and arrange for fill-in if a work conflict arises with the approval of the Facility Team Manager.
- Attend facility meetings

Qualifications

- Be in full accord with the purpose and ministries of Berean Baptist Church.
- Demonstrate a servant's heart.
- Possess the abilities needed to fulfill the assigned responsibilities of this position.
- Able to lift at least 75 pounds, drive a van/trailer, and be able to work in an environment where there is dust, cleaning fumes, and a variety of other allergens
- Able to organize work, set priorities and work independently
- Possess the ability of flexibility with regard to daily work and assignments

- Effective oral and written communication
- Able to work a flexible schedule of primarily nights and weekend and with the understanding that special events and large church gatherings will be part of a regular schedule
- Must be able to work quickly, efficiently and to read and follow detailed instructions