

## Job Title: Specialist, Facility Maintenance

**Reports to:** Director, Facilities

**Employment Status:** Part time (less than 20 hours)

**Staff Classification:** Operational

**Sunday Hours:** As requested

**Compensation Basis:** Non-exempt

**Job Purpose:** To meet staff and ministry needs by ensuring excellent facility and grounds maintenance at assigned facilities. This presumes responsiveness to staff requests, but also includes the responsibility to proactively assess, improve and maintain facility cleanliness, appearance and function at all times.

### Duties:

#### Facility Maintenance

- Serve specified “availability hours” at assigned campuses
- Respond on a timely basis to ticketing system requests generated by campus staff/others
- Communicate and coordinate regularly with campus management staff to maximize the effectiveness and efficiency of facility operations and activities
- Monitor facilities for mechanical problems and/or equipment malfunctions
- Repair (report if unable to repair) problems, malfunctions, etc. as noticed/assigned
- Observe the work of facility cleaning crews; report/correct noted shortcomings
- Monitor inventories and maintain supplies/equipment/parts used in building maintenance operations at assigned facilities
- Coordinate the work of occasionally assigned outside contractors and vendors and inspect/assess their work, making corrections if needed
- Keep Facilities Director and relevant staff fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- As needed, be available to the Director for joint tasks at various locations

#### General Ministerial

- Model Grace Bible Church’s mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- As requested, provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)

Other duties, as assigned

### Qualifications:

- A committed and growing Christian in a strong relationship with a local Bible-teaching church
- Bachelor’s Degree or equivalent combination of education and experience
- Minimum 4 years’ (2 years full-time) experience in this/related field strongly preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks, projects and priorities with excellence, independently as well as in a team context
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Developing ability to mentor, train and delegate tasks to less experienced staff and ministry leaders
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal communication skills (written and verbal)
- Grace Bible Church membership at assigned campus preferred (as soon as practical after joining staff)
- Supportive of the Constitution, Doctrinal & Lifestyle Statements, Mission, Vision, and Values of Grace Bible Church