

Friendship Church Job Description

Position: Facilities Maintenance Associate – A Non-Exempt Position

Reports to: Facilities Director

Hours: 38 per week, rotating on call after hours

Hired by: Facilities Director and Leadership Team

Position description updated: 07/02/2019

Position description approved by Facilities Director, Leadership Team and Trustee Board

Summary Description: The Facilities Maintenance Associate is under the direction of the Facilities Director. This position is responsible for preventative and routine maintenance in support of building and grounds operation, repairs, and limited set up/ custodial work at Prior Lake and Shakopee Campuses of Friendship Church.

The Facilities Maintenance Associate will perform routine maintenance tasks related to mechanical, electrical, and plumbing systems, building exterior and grounds and may work alongside employees, volunteers, and contractors as needed.

Categorized Overview of Job, including but not limited to the following duties:

- Sustain a facility maintenance schedule and safety checks
- Take initiative for identifying needed repairs and complete repairs in a timely manner or notify Facilities Director if an outside professional is required
- Utilize technology-based systems such as email and eSpace that integrate requirements for scheduled occupancy, energy management, and comfort
- Maintain open communication with Facility Director
- Order and maintain an organized inventory of maintenance supplies and/or materials
- Monitor cooling and heating equipment operation to maintain a comfortable environment
- Attend meetings when participation is required
- Assist with set up and/or cleaning of events on an as needed basis
- Setup and take down worship center weekly at the Prior Lake Campus
- Coordinate and supervise volunteers for special projects

Personal Requirements

- Devoted follower of Jesus Christ with regular church attendance
- Servant's heart and genuine caring attitude for the church community and it's property
- Objective critical thinker able to manage multiple often complex tasks while maintaining properties that honor the greater mission and vision of Friendship Church
- Good problem solver
- Good communicator
- Knowledge of safe handling of power tools and equipment
- Basic electric, HVAC, and plumbing skills

- 2 years of experience in building maintenance preferred
- Basic computer skills
- Class A boilers license (able to obtain in the future)