

Friendship Church Job Description

Position: Facilities Maintenance Associate – A Non-Exempt Position

Reports to: Facilities Director

Hours: 20-25 per week, Help with on call as needed

Hired by: Facilities Director and Leadership Team

Position description updated: 12/19/2019

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):

Duties

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

Attend meetings when participation is required

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

Basic computer skills