

CHURCH AT VIERA

Job Description Form



**CHURCH AT
VIERA**

Job Title	Part-time Facility Maintenance Technician		
Reports To	Director of Facilities	Rev	Date Approved: 07.22.26

Level/ Grade	Type of position:	
	☐ Full-time	☐ Exempt
	☒ Part-time	☒ Nonexempt
	☐ Intern	

PURPOSE OF POSITION

We are seeking a part-time Facility Maintenance Technician to ensure the safe and smooth operation of our facility. This role supports the mission of the church by ensuring that all buildings, grounds, and equipment are safe, clean, and functioning properly. This role performs routine maintenance, minor repairs, and basic facility upkeep to keep the church ready for services, ministries, and events.

JOB RESPONSIBILITIES

- Support the opening and closing of the facility for scheduled services and events.
- Set up and tear down tables and chairs for ministry activities.
- Perform maintenance and repairs on building systems, including HVAC, plumbing, electrical, lighting systems, furniture, walls, roof, etc.
- Conduct inspections of the facility to identify potential issues and hazards, ensuring compliance with safety regulations.
- Respond promptly to work orders, troubleshooting and repairing as needed.
- Coordinate/escort vendors to perform preventive maintenance and repairs.
- Repair or replace broken cabinetry hardware, doors, locks, and other components of the building as needed.
- Ensure all safety protocols are followed, including the proper use and storage personal protection equipment (PPE).
- Maintain inventory and organization of supplies and equipment needed for maintenance tasks.
- Maintain records of maintenance activities, inspections, repairs, and work orders with our CMMS software.
- Ensure that the facility complies with building codes, safety regulations, and environmental standards.
- Assist with emergency response and recovery during facility-related incidents, such as power outages or flooding.

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Collaborate with other team members to improve facility operations and reduce costs.			
EDUCATION			
High school graduate			
EXPERIENCE			
- Experience in a church or ministry preferred. - At least 5 years of commercial building maintenance experience required.			
SKILLS			
- Efficient with technology – laptop, printers, phones, two-way radios. - Familiarity with HVAC automation systems. - Familiarity with door maglock control systems. - Safe use of hand tools, power tools, ladders and cleaning chemicals. - Reliability and strong work ethic. - A vital and growing personal faith in Jesus Christ. - Align with the vision, mission, and values of Church at Viera. - Knowledge of Microsoft office products & generic database applications. - Ability to plan, prioritize and manage multiple tasks. - Ability to work independently to accomplish tasks without direction. - Ability to deal with problems efficiently and effectively while maintaining good working relationships. - Excellent communication skills (phone, written, and personal). - Must be physically capable of lifting 50 lbs or more			
EXPECTED HOURS OF WORK			
Schedule Expectations: Sunday – Thursday Evenings (4:00pm – 9:00pm). Hours may vary based on church needs and may include working full weekends. CAV hosts several large events (All Hands on Deck) throughout the year. These events are mandatory for all staff.			
STAFF VALUES			
- Gospel First - Lead with the hope of Christ - Jesus Perspective - Look for those in the margins - Contagious Passion - Set the tone and the pace - Be Authentic - Be honest with yourself and each other - Willing Sacrifice - You before me - Believe Best - Cultivate trust through optimism - Take Risks - Grow stronger through failure - Equip Leaders - Greater impact through multiplication - Extreme Ownership - All in for CAV's mission - Compassionate Conviction - Sharing truth and giving grace with a loving spirit - Bring Joy - Don't forget to have fun - Be Unified - Bring people together			