

CHURCH AT VIERA

Job Description Form



Job Title	Facility Tech	
Reports To	Facility Manager	Rev 2 Date Approved: July 15, 2022

Level/ Grade	Type of position: <input checked="" type="checkbox"/> Full-time OR <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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PURPOSE OF POSITION

The Facility Tech position requires a detail-oriented person with general knowledge of janitorial and building care such as plumbing, electrical, carpentry, painting, and basic facility security. The applicant should be able to work a flexible schedule that allows for weekend coverage and other evenings as assigned.

JOB RESPONSIBILITIES

- Supports the opening and closing of the facility for regularly scheduled events and rehearsals
- Provides Basic Building security
- Coordinates room set-up/tear down for events, rehearsals, and weekly services
- Performs custodial duties and ground maintenance duties as needed
- Supports preventative maintenance and other duties as assigned by the Facility Manager

EDUCATION

This position requires a high school diploma.

EXPERIENCE

One year of experience in the area of custodial, janitorial or facility care is preferred. The applicant should be a Christian with the heart, willingness, and ability to serve Christ and His church; spiritually mature.

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SKILLS

- A general knowledge of building maintenance, janitorial care, and facility security.
- Must possess a passion for excellence, attention to detail, and facility cleanliness.
- Self-motivated and able to accomplish basic tasks effectively when working without supervision.
- Align with the vision, mission, and values of Church at Viera
- Working knowledge of general office equipment
- 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)