

CHURCH AT VIERA

Job Description Form



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

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

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.

ONE SENTENCE JOB DESCRIPTION

To support the facilities team in creating a clean, safe, and functional environment so that we may carry out the mission and vision of Church at Viera.

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.

Job Title	Facility Tech		
Reports To	Facility Manager	Rev 2	Date Approved: July 15, 2022
SKILLS			
<ul style="list-style-type: none">• 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)			