



Facility Maintenance Technician

Bethany Place, Richmond

Job Overview

Coastal Church is hiring a **Facility Maintenance Technician**.

Job Description

The Maintenance Technician is responsible for maintaining, cleaning, operating, and overseeing church campus and facilities at Coastal locations in an efficient and excellent way, supporting the ongoing mission of Coastal Church.

POSITION QUALIFICATIONS AND EXPECTATIONS

Experience in facilities maintenance, facility operations, cleaning and/or construction

Familiarity with trade skills and basic construction is desired

Clean, stock and supply designated facility areas

Able to lift a minimum of 75bs.

Organized and attentive to details

Demonstrates initiative and follow through

Desires to learn new skills and deepen existing skills

Relates and works well with church staff and lay leadership

Able to communicate technical details to non-technical people

Able to train staff and volunteers in facility operations

Able to build, renovate or repair church Facilities

Minor electrical repairs

Embrace and commitment to Coastal Church, including doctrine and philosophy, and promote the mission of Coastal Church.

RESPONSIBILITIES

Maintain/Clean church campus and facilities

Provide or supervise repairs to church campus

Provide maintenance oversight and assistance for events and ministries, both internal and external

Liaise with vendors and provide oversight

Make facility related expenditures

Repair and/or oversee Facility/Infrastructure projects

Work schedule includes:

Limited weekends and evenings

Travel between campuses occasionally

Participate in the campus emergency call support team (accidents, overflows, etc.)

Participate in documenting facility processes and procedures

Assist in property inspections, and provide reports of condition and recommended actions as needed

Assist in managing all campuses furniture and equipment resources

Assist in identifying and managing the required resourcing and timely execution of church facility needs for regular programming and special events

Assist in the security of buildings and contents

Assist in maintaining safe and accessible conditions, as feasible, during inclement weather, including minor snow removal, and salting

Other duties, responsibilities, and projects as determined by the Executive Pastor of Operations or his designee