



## Staff Role Description Facility Team Tech

Ministry:	Campus Facilities
Reports To:	Campus Facility Manager
Average Hours Per Week:	Part-time, 12-28 hours per week Full-time, 30-40 hours per week
Role Type:	Non-Exempt
Last Revision Date:	February 2020

### Role Overview

Under the direction of the Campus Facility Manager, the Facility Team Tech is responsible for performing all facility-related responsibilities at a specific campus. This includes the maintenance of the campus building(s), campus grounds, tools and equipment and ensuring cleanliness, safety and security. The Facility Team Tech is also responsible for the leadership and oversight of volunteers during designated shift times. This person must serve The Chapel in a manner that honors, embraces and embodies our culture, values and leadership and must take ownership of the campus by stewarding our God-given resources and taking pride in the building and campus grounds as they serve all those who utilize them.

### General Requirements

The Facility Team Tech must ...

- Be an example of the type of Christ follower that we want our people to become by embracing The Chapel's vision, holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Become a visible example and model for our congregation and be authentic, joyful, winsome, inspiring and compassionate
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God

## Facility Team Tech

- Be an effective communicator, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities as an action-oriented leader as well as the ability to align team members and volunteers accordingly
- Have proven experience in all areas under the Primary Responsibilities
- Have the ability to safely and effectively use all necessary equipment including, but not limited to, ladders, cleaning equipment, mowing and lawn care equipment and hand and power tools common to the trade
- Have the physical ability to safely perform daily tasks including, but not limited to, using all necessary equipment and tools, setting-up and tearing-down rooms (including tables, chairs and other equipment), snow removal (shoveling, salting, operating a snow blower, etc.), maintenance and repairs, and cleaning functions (including the use of vacuums, floor scrubbers, etc.)
- Have a basic knowledge of basic building systems, building construction and site utilities
- Have the ability to understand and follow safety procedures
- Be detail-oriented with the ability to reasonably anticipate and identify job-related needs and pro-actively address those needs
- Have the ability to safely lift and manipulate 50 pounds repeatedly during a normal shift
- Have the ability to safely use ladders, including standard, folding and 10-feet long, in conjunction with overhead work

### Primary Responsibilities

- Follow direction from the Campus Facility Manager and Ministry Leaders
- When applicable, lead staff and volunteers in performing assigned tasks during designated shift hours
- Effectively use computer systems related to accomplishing work responsibilities such as email and the work-order system
- Perform scheduled room set-up and tear-down according to work-order instructions
- Perform maintenance and minor repairs to furniture, buildings, campus grounds and equipment
- Conduct routine inspections of the building, grounds, tools and equipment in order to perform necessary maintenance and adherence to safety inspection guidelines
- Assist in the performance of daily/nightly lock down procedures
- Perform snow removal during normal shift hours
- Assist janitorial staff with additional cleaning
- Assist in performing applicable campus safety and security requirements including attendance at all team meetings and safety training sessions
- Assist with other Chapel-wide facility-related needs as assigned by the Campus Facility Manager

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.