



Staff Role Description **Facility Technician**

Ministry:	Campus
Reports To:	Facility Manager
Average Hours Per Week:	Part-time, 24-28 hours/week
Role Type:	Non-Exempt
Last Revision Date:	March 2026

Role Overview

Under the direction of the Campus Facility Manager, the Facility Technician is responsible for performing facility-related responsibilities at the Libertyville campus. This includes the maintenance of the campus building(s), campus grounds, tools and equipment, and ensuring cleanliness, safety, and security.

The Facility Technician 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.

This is a hands-on, action-oriented role. The Facility Technician is expected to take initiative, identify needs proactively, and execute tasks with a high standard of quality and timeliness.

Primary Responsibilities

Daily Building Operations:

- Follow direction from the Campus Facility Manager and Ministry Leaders
- Assist with opening and closing the building per the daily schedule, including lock and unlock procedures and alarm system verification
- Conduct daily lighting walk-throughs of the entire facility. Replace bulbs and report issues to Facility Manager. Inspect all restrooms daily for cleanliness, function, and supply levels. Restock supplies and address minor plumbing issues immediately
- Effectively use computer systems related to accomplishing work responsibilities, including email and the work-order system
- Check the work-order system at the start of each shift. Complete assigned tasks in priority order. Update work-order status upon completion
- Communicate proactively with the Facility Manager about task status, obstacles, and needs

Room Set Up and Tear Down:

- Perform scheduled room setup and teardown according to work-order instructions for special events.
- Assist with special event preparation as directed by the Facility Manager (e.g., leadership conferences, Good Friday, Easter, community events, baptisms)
- Return all furniture, equipment, and materials to proper storage locations after each event
- Handle setup and teardown with care; avoid damage to floors, walls, and equipment during moves

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Building Maintenance and Repairs:

- Perform maintenance and minor repairs to furniture, buildings, campus grounds, and equipment as assigned by the Facility Manager
- Conduct routine inspections of the building, grounds, tools, and equipment in order to perform necessary maintenance and ensure adherence to safety inspection guidelines
- Assist the Facility Manager with preventive maintenance tasks as scheduled (HVAC filter changes, gutter cleaning, equipment servicing, etc.)
- Report any building system issues (HVAC, plumbing, electrical, structural) to the Facility Manager immediately upon discovery
- Have a basic knowledge of building systems, construction, and site utilities
- Safely and effectively use all necessary equipment including ladders, cleaning equipment, mowing and lawn care equipment, and hand and power tools common to the trade

Grounds and Exterior Maintenance:

- Mow lawn, trim landscaping, and maintain campus grounds as directed by the Facility Manager (or assist with vendor oversight)
- Perform snow removal as needed: shovel sidewalks, salt walkways, operate snow blower, and clear pedestrian paths and parking lot areas.
- Keep the parking lot clean and free of debris. Report any safety issues or damage to Facility Manager
- Maintain exterior signage in clean, visible, and securely mounted condition
- Manage trash and recycling collection. Ensure containers have tight-fitting lids and are placed behind the building line per Village requirements

Cleaning and Custodial Support:

- Assist janitorial staff with additional cleaning as needed, including floors, walls, windows, furniture, and fixtures
- Clean and sanitize restrooms using established practices and procedures
- Empty and clean wastebaskets and trash containers throughout the building
- Keep all cleaning supplies organized, labeled, and maintain adequate inventory. Report supply needs to the Facility Manager
- Maintain the highest quality environment for staff, volunteers, and guests at all times

Safety and Security:

- Assist in the performance of daily and nightly lockdown procedures
- Assist in performing applicable campus safety and security requirements, including attendance at all team meetings and safety training sessions
- Walk emergency exit routes as directed. Report any potential safety issues immediately to the Facility Manager
- Be alert to safety hazards, suspicious activity, or unauthorized persons on campus and report to the Facility Manager immediately
- Understand and follow all safety procedures at all times

Volunteer Support:

- When applicable, lead staff and volunteers in performing assigned tasks during designated shift hours
- Provide clear, respectful task instructions to volunteers and model a servant-leadership posture
- Treat all volunteers with dignity and gratitude, recognizing their service as an expression of their faith

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Physical Requirements and Skills:

- Have the physical ability to safely perform daily tasks including 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 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-foot long, in conjunction with overhead work
- Be detail-oriented with the ability to reasonably anticipate and identify job-related needs and proactively address those needs
- Have the ability to perform duties as needed outside of typical office hours (depending on events or weather)

Key Qualities

- 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

General Requirements

The Facility Technician must embody the mission, vision and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **MISSION:** *To help people come alive to God! This means we:*

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

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Our **VISION:** *To help ignite revival in our church communities, and around the world! Revival happens whenever a group of people, anywhere, at any time, come alive to God. We do this by pursuing:*

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES:** *To be a people fully devoted to God and others. We trust God in all things, big and small. We live authentically, never pretending to be something we're not. We embrace life with joy, finding ways to have fun along the way. We do this by:*

- Living All-In: A fully committed people who come in third (God, others, self)
- Having Expectant Faith: He is who he said he is and will do what he said he will do
- Being Authentic: Honest, forthright, plain-spoken and integrity-filled
- Having Fun: Vibrant, winsome, joyful

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.