



POSITION DESCRIPTION

JOB TITLE: Property Technician

REPORTS TO: Pastor/Head of Staff

JOB STATUS: Full-Time (40 hours); Non-Exempt

BENEFITS: Benefits will be according to the policies for non-exempt employees as set forth in the Personnel Policy Manual

Position Purpose

The Property Technician is responsible for the maintenance, safety, and cleanliness of the Church buildings and grounds.

Work Week

To meet the needs of the Church, this position requires a flexible schedule, including variable daytime and evening hours. This position may also include some Saturday and Sunday hours when needed. Total hours not to exceed 40 hours per week without prior supervisor approval.

Essential Duties and Responsibilities

1. Plan, evaluate, and supervise the ongoing preventive maintenance and repair work on the Church's facilities and real property, including electrical, plumbing, HVAC and safety systems.
2. Monitor and supervise the maintenance and repair of the Church facilities and real property by directing and managing bids, contractors, architects, and vendors in the completion of their tasks.
3. Prepare, and prioritize short and long-term plans for maintenance and repairs needs of the building, building systems and equipment. Assess repairs that may necessitate outside contractors, in collaboration with or as directed by the Pastor/Head of Staff and/or the Building and Grounds Team.

4. Schedule and monitor cost effective routine maintenance of all building systems and equipment.
5. Comply with all safety procedures and requirements including maintenance and testing of fire and life safety systems, such as conducting semi-monthly fire alarm drills with Preschool, testing emergency lights and verifying fire extinguishers and AED units have not expired.
6. Assist in assuring compliance to City, County, State ordinances and codes.
7. Perform light maintenance and repairs to the building finishes, equipment and furnishings, including but not limited to replacing ceiling tiles, painting, cleaning carpets, replacing light bulbs and/or ballasts, stripping and waxing floors.
8. Perform exterior maintenance including removing snow and ice from sidewalks prior to opening of Preschool or Church, cleaning the Pavilion, and keeping lawn, beds and sidewalks free of trash or debris. Oversee vendor(s) contracted for landscaping and parking lot snow removal, as needed.
9. Oversee third party cleaning service. Ensure that all areas are kept clean, neat and dust free by conducting daily walk through of the building, including bathrooms and entryways. Vacuum or spot clean the Christian Fellowship Center (CFC) carpet and empty trash as needed, clean and mop the CFC kitchen after use. Communicate with the cleaning service and with the Chair of Building and Grounds Team regarding any areas of concern.
10. Coordinate usage of the facilities by outside parties or congregational members. This includes meeting with potential outside group representatives, performing scheduled facility tours as needed, setting up the rooms and testing requested AV equipment prior to the start of the event, meeting, or class.
11. Coordinate Preschool property maintenance and safety needs by acting as the intermediary with the preschool Director.
12. Utilize the Facilities Work Request System in addressing the facilities needs of the Staff, Preschool, Members and Guests of the Church.
13. Serve as staff support to the Building and Grounds Team by submitting detailed monthly reports of work performed, status of ongoing projects, and recommendations and needs for future projects. Attendance of monthly Building & Grounds team meetings, virtually or in person is required.

14. Perform other duties as assigned by Pastor/Head of Staff.

Position Requirements

- Has solid mechanical, building construction and grounds maintenance knowledge and experience
- Possesses initiative and organizational skills
- Ability to use technology, including the use of computers, email, web-based applications, smartphones and AV equipment
- Is able to lift 50 pounds and is comfortable with heights
- Works effectively with staff and lay leadership
- Has a welcoming, helpful attitude; effectively represents Southminster
- Is committed to the maintenance, safety and security of the property and to the comfort and safety of the people who use the Church

Relationships:

The Property Technician works with staff, Chair of Building and Grounds Team, Church Members, Preschool Director and Guests of Southminster.

Evaluation:

Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff and the Chair of the Building and Grounds Team with participation by a member of the Personnel Team if requested by either party.

APPROVED:

SIGNED BY INCUMBENT:

_____ DATE _____