



Trinity Wellsprings Church Position Description:
Job Title: Facilities Technician

Duties and Responsibilities:

- Use handyman skills to complete smaller repairs around campus. Some examples are toilet & faucet repair, painting, furniture assembly, power washing, gutter cleaning, and sheetrock repair, etc.
- Be the contact person for outside maintenance contractors and vendors. Monitor their work and provide feedback to supervisor regarding quality. Some examples are janitorial, AC techs, electricians, fire inspector, roofers, plumbers, and builders.
- Store and maintain supplies and tools in locations near the job to facilitate efficiency. Keep 'The Shed' organized and clean.
- Be able to use a ride- on or stand-up mower to cut the grass at TWC. This will be weekly in the summer months and monthly in the winter. Maintain basic landscaping on site.
- Be available and in contact with office personnel during the day. Agree to escort visitors, move packages, and unlock doors if asked by office personnel or church members if this does not adversely affect your ability to accomplish your daily tasks.
- Prepare rooms for use by any person or group. Ensure it is clean and set up specifically for that group before the scheduled time of various meetings.
- Unlock doors, turn on A/C's and lights prior to scheduled meetings. Keep a log of all maintenance or repair needs and share with facility team volunteers.

Qualifications and Experience:

- Demonstrate proficiency and experience in maintenance and repair work in a church or school setting. Be familiar with safety and proper use of shop tools, and garden equipment.

Personal Attributes:

- Maintain vital Christian faith. Display ability and desire to communicate courteously and work with supervisor, church staff, members, and visitors.
- Support scheduled activities and maintain flexibility for last minute changes. Communicate with supervisor for clarification about any setup, or request that you have a question about.
- Ability to plan, organize, and work with little supervision. Accountable to the Facilities Director and in his absence, the Facilities Deacon. Comply with Trinity Personnel Policies. Complete performance evaluations and review with supervisor.

Compensation:

- The Facilities Technician is a part-time position initially involving 20-25 hours per week.
- Hours and compensation are to be reviewed annually with increases negotiated through the Personnel Committee with the approval of the session.

ADDITIONAL NOTES:

1. Applicant must pass a background check.
2. Must be fluent in English.
3. Able to communicate by e-mail and text messages.
4. Must be physically fit (eg, bending, lifting, climbing).
5. work on non-interference basis with the school and other tenants.

How to Apply:

Email your resume to Seth Holman: sholman@TrinityWellsprings.com