

Wesley Memorial Methodist Church

POSITION DESCRIPTION

JOB TITLE: Facilities Technician

REPORTS TO (Title): Sr. Campus Manager

FLSA STATUS: Non-Exempt

UPDATED: February 20, 2026

POSITION SUMMARY:

This position provides comprehensive facilities management and maintenance support for Wesley Memorial Methodist Church, focusing on **maintaining** safe, clean, and accessible church facilities for all programming and events, **preparing** spaces for worship and ministry activities, and **coordinating** facilities support with staff and external partners. The technician will ensure optimal facility operations that enhance worship experiences, support ministry programming, and maintain professional standards for all church activities and community events.

All employees of Wesley Memorial will exemplify our church staff *core values*: CARE, COMPETENCY, COLLABORATION and CHARACTER.

CORE VALUES - KEY DUTIES AND RESPONSIBILITIES:

The following responsibilities demonstrate how each core value is lived out specifically in Facilities Management:

CARE

Providing exceptional facilities support that demonstrates genuine concern for worship quality and user safety

- Ensure outdoor areas including playgrounds, outdoor worship spaces, parking lots and lawns are properly kept and easily accessible for all church members and guests
- Work with funeral directors before, during and after services, ensuring that all needs are met for the family and pastors (cremains and columbarium ready for service, sanctuary ready for service)
- Work with contractors to ensure they are performing tasks per their contract and working in a safe manner.

- Work with WMS director and teachers to ensure proper drop-off and pick-up procedures are used regarding building access and special events
- Always practice OSHA safety guidelines to ensure safe environments for all church activities
- Create clean, welcoming facility environments that reflect the church's commitment to excellence and hospitality

COMPETENCY

Demonstrating excellence in facilities operations, maintenance standards, and professional service delivery

- Unlock and lock necessary doors to areas that need to be accessed on campus daily with systematic security protocols
- Set up and tear down multi-use spaces on a daily/weekly basis as needed for worship, Bible study and extra-curricular activities
- Maintain facilities with proactive maintenance with weekly walkthroughs and plans to address any maintenance concerns
- Follow systematic procedures for facility preparation and breakdown for various church events and programming
- Maintain knowledge of building systems, cleaning procedures, and basic maintenance requirements
- Maintain work/life balance through scheduled day(s) off and sabbath practice
- Daily duties to include but not limited to electrical maintenance, life safety maintenance, plumbing, door maintenance, and painting
- Gain new skills and expand knowledge base through continuing education in facilities management and safety protocols

COLLABORATION

Working cooperatively with staff, volunteers, and external partners to create unified facility management approaches

- Coordinate with outside vendors/contractors as needed for facility maintenance and repair projects
- Coordinate with the Campus Manager for upcoming projects and events
- Collaborate with event coordinators and staff to ensure proper setup and breakdown of spaces for various church activities
- Work cooperatively with other facilities staff and volunteers to maintain comprehensive facility operations
- Adapt to varying schedules and levels of work required from week to week with flexibility and positive attitude

CHARACTER

Demonstrating personal integrity and professional excellence that reflects Christian values and Methodist principles

- Demonstrate commitment to the Christian faith and serving God through professional excellence in facilities management
- Be in alignment with the orthodox, evangelical doctrine of the traditional Methodist movement
- Maintain trustworthiness and integrity in handling church facilities, equipment, and security systems
- Demonstrate reliability, punctuality, and ethical behavior in all aspects of facilities operations
- Handle church resources with stewardship and responsibility
- Show sound judgment and ability to think quickly during emergencies

Other Duties

- All other work-related tasks as assigned by immediate supervisor, Stewards and Board of Directors
- Participate in staff meetings and facility planning sessions as assigned

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

Preferred Qualifications:

- High School diploma or GED preferred; Trade school education and carpentry experience preferred
- Experience in facilities management, building maintenance, or related field
- Knowledge of basic building systems, cleaning procedures, and maintenance techniques
- Youth Protection Training certification or willingness to complete within 30 days of hire
- Basic knowledge of cleaning chemicals, equipment operation, and safety protocols
- Ability to follow safety requirements and OSHA guidelines
- Valid driver's license and reliable transportation for facility-related activities

PROFESSIONAL QUALITIES:

- **Facilities Management:** Skilled in building maintenance, cleaning protocols, and space preparation
- **Problem-Solving:** Ability to quickly assess and resolve facility maintenance and setup issues
- **Safety Consciousness:** Commitment to maintaining safe environments and following OSHA guidelines
- **Multi-tasking:** Ability to manage multiple facility responsibilities simultaneously while maintaining quality standards

- **Reliability:** Dependable performance in maintaining consistent facility operations and cleanliness
- **Communication Skills:** Clear coordination abilities with staff, volunteers, and external contractors
- **Emergency Response:** Sound judgment and ability to think quickly during facility emergencies
- **Team Collaboration:** Ability to work effectively with diverse staff, volunteers, and external contractors

SUPERVISORY RESPONSIBILITIES:

None - provides facilities support while coordinating with other staff and volunteers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit/stand for extended periods of time, speak and hear. The employee is frequently required to walk, write, reach with hands and arms, stoop, kneel and climb ladders. Must be able to lift a minimum of 75 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in this position will work in various church environments including indoor and outdoor facility areas, with exposure to cleaning chemicals, maintenance equipment, and varying weather conditions requiring adherence to safety protocols.