

## **Position Description for Wesley Memorial Methodist Church**

### **Position Title:**

- Facilities Technician

### **Reports To**

- For daily direction and administration
  - √ Campus Manager
- For performance evaluation
  - √ Campus Manager
  - √ Trustee Committee

### **Key Relationships**

- All staff of Wesley Memorial Methodist Church
- Trustee Committee
- Inside and Outside Group Contact Persons for Facility Usage

### **Purpose of Position**

- To perform facility and equipment repairs and maintenance as requested and needed.
- Assist with coordination for special events with regards to related room setup and breakdown, equipment needs and kitchen needs.
- To assist with cleaning as assigned and work with other facilities team members to ensure campus meets overall cleanliness expected.
- To assist with sound system operation if needed.

### **Key Responsibilities**

- Perform daily campus walkthroughs to proactively make building repairs, as needed.
- Give regular reports to Campus Manager and Facilities Manager of campus conditions.
- Must be able to perform basic electrical repairs (bulbs, ballasts, etc).
- Must be able to perform basic plumbing repairs (flush valves, faucets, etc).
- Responsible for painting projects, as assigned.
- Interact and coordinate with outside contractors/vendors.
- Assist with record keeping of campus maintenance and repairs.
- Ability to work off a ladder or personnel lift.
- Assist with the setup and breakdown of special events. This includes room setup and breakdown, equipment needs and ensuring that the kitchen staff is informed of all setup decisions.

- Must have a valid drivers license. May be required to drive church vehicle to transport supplies.
- Responsible for vehicle checks in accordance with Wesley Memorial Vehicle procedures
- Must be able to lift 50 pounds.
- May have assigned general housekeeping responsibilities include vacuuming, dust and wet mopping and trash removal.
- Responsible for regular walk of facility grounds and reporting lawn and landscaping maintenance needs.
- Assist with other special services and activities as requested to include but not limited to.
  - √ Weddings
  - √ Funerals
  - √ Christmas Eve Service(s)
  - √ Other special events