



**Facilities Maintenance Technician I**  
Reports to: Facilities Manager

**POSITION SUMMARY:** Working under general supervision, maintain internal and external building and grounds of Heartland Community Church (HCC) to ensure that the church facilities are clean, in good operating condition and ready for designated public services and special events sponsored or hosted by Heartland. Ensure building security by locking all entrances after events. Act as team leader to volunteers, helping them to feel welcome, useful and appreciated. Work independently on routine assignments.

**ACCOUNTABILITIES:**

**Facilities**

1. Ensure that the church facility is clean, in good operating condition and ready for designated public services and special events sponsored or hosted by Heartland, with the help of volunteers. This includes but is not limited to room set-up, trash removal, window and glass door cleaning, restroom cleaning and vacuuming.
2. Monitor thermostats to assure that the room temperature of the auditorium, atrium, meeting rooms and classrooms is maintained at a comfortable level prior to the public's or staff's arrival and during their attendance, taking care to avoid being a distraction. Adjust temperature to an energy-efficient level when the building is unoccupied.
3. Ensure building security by locking all entrances after public services and special events.
4. Ensure continued maintenance of the facilities, such as interior and exterior painting and minor construction projects.
5. Maintain grounds, including such things as pruning trees and shrubs, gardening and manual snow removal by working with volunteers.
6. Ensure that carpeting is clean and in good repair. Bring problem situations to supervisor's attention.
7. Work with volunteers to set-up and tear down rental equipment, when needed.
8. Respond to unscheduled mechanical problems or requests, as directed by supervisor, working overtime if necessary.
9. Pick up general operating supplies and complete errands for Heartland, using own or company vehicle.
10. Move up to 100 pounds using proper lifting techniques and using a dolly when appropriate.

**GENERAL EXPECTATIONS:**

- Understand that as an employee, I am accountable to the Elders.
- Commit to the Matthew 18 relational conflict resolution process in all relationships.
- Proven commitment to and passion for excellence.
- Fulfill all the requirements of the Heartland Community Church Employee Handbook.

**HIRING REQUIREMENTS:**

1. Follower of Jesus Christ; growing, yet mature follower of Christ called to ministry.
2. Effective verbal communication skills.
3. Valid driver's license.
4. Ability to move up to 100 pounds using proper lifting techniques, using a dolly when appropriate.
5. Ability to stand and walk for extended periods of time.

**\*\*THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.**