



CHURCH OF THE REDEEMER BAPTIST, INC
1440 SOUTH 24TH STREET
PHILADELPHIA, PENNSYLVANIA 19146
CHURCH OFFICE: 215-465-1230 – FAX: 215-755-1213
WWW.COTRB.ORG

POSITION DESCRIPTION

POSITION: FACILITIES TECHNICIAN

OVERALL RESPONSIBILITY:

A Facilities Technician oversees and maintains the churches buildings, grounds, and equipment to ensure they are problem-free, safe and functioning properly. They ensure that the buildings and grounds are up to code and meet all the requirements and standards for licensure and certifications necessary for daily operation. They are responsible for the general upkeep and preventative maintenance of all church property to promote a positive physical appearance of the church in the community.

REPORTING RESPONSIBILITIES: Business Manager and Trustee Ministry

MINISTRY AREA/DEPARTMENT: The Facilities Technician interacts with the senior pastor, church business manager, trustee ministry, security staff, tenants, visitors, members, and non-members of the congregation.

PRIMARY RESPONSIBILITIES:

- Perform monthly inspection of all buildings and grounds and document findings.
- Perform routine maintenance/repairs to keep up the physical appearance (inside and out) of buildings and grounds so they do not deteriorate. (e.g. painting, electric, utilities, plumbing, carpentry, weeding)
- Ensure routine preventative maintenance is completed timely to ensure that building systems operate efficiently. (e.g., heating & cooling)
- Plan and coordinate all installations, refurbishments and repairs (telecommunications, heat, electricity etc.)
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Ensure a safe and clean environment as well as proper working order of the facilities..
- Ensure compliance with local & national laws & regulations and relevant safety standards.
- Oversee and monitor construction, repairs and maintenance by outside contractors and ensure each task is completed as planned.
- Resolve any errors or difficulties faced during the execution and final stage of work by outside contractors.
- Monitor the cost of the project to ensure it does not go over approved budget.
- In consultation with the business manager, order and maintain supplies need for cleaning, maintaining, and repairing all buildings and grounds.
- Manage all keys to facilities. Keep a master key of each and obtain and make available as needed.

REPORTS

- Maintain a list of projects to be done in priority order.
- Prepare cost projections & obtain approval for each project.
- Record the progress of project weekly in a proper documented form to business manager.
- Submit a monthly expense report along with all receipts (Home Depot) to the business office for record purposes.
- Keep a log (record) of due dates for regular maintenance done on the premises and note when completed.
- Keep an inventory of all church's personal property separated by property (Church, Education Building, 2500 Reed Street) and provide list to business manager at year end. (e.g. office equipment, All chairs, tables & desks, electronics)

OTHER

- Set-up and break down equipment for social functions and weekly events as needed.
- Meet with business manager on a regular basis.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS:

- High School Diploma or Equivalent
- Valid Driver's License
- Well-versed in technical/engineering operation standards and facilities management best practices
- Proficiency with repair tools and techniques
- Knowledge of general construction and building maintenance.
- Knowledge of materials, methods and the tools involved in the construction/repairs of buildings, sidewalks, and other structures.
- Knowledge of design techniques, tools and principals involved in production technical plans, blueprints, drawings and models.
- Knowledge of building codes, licensing and certification requirements.
- Knowledge of Public Safety and Security laws, Federal, State and Local Government regulations and procedures, and agency rules.
- Knowledge of principles and processes for providing customer and personal services. This includes customer care needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Candidates will need to show evidence of the following skills and personal qualities:

- A good steward - this position requires being responsible for being a good steward over the property of the church.
- Integrity - Job requires being honest and ethical.
- Dependability - Job requires being responsible, dependable, and fulfilling obligations.
- Time conscious - and excellent time management ability
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
- Initiative - Job requires a willingness to take on responsibilities and challenges to get the job done.
- Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Social Orientation - Job requires preferring to work with others rather than alone and being personally connected with others on the job.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Passion for serving.