**JOB DESCRIPTION**

**OFFICE:** General Office

**DEPARTMENT:** Facilities **JOB TITLE:** Facilities Technician

**REPORTS TO:** Office Manager

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**GENERAL JOB OVERVIEW:** The Facilities Technician is responsible for completing routine and emergency repairs to equipment, fixtures, fittings and building systems. Their duties include responding to reports of broken or faulty items, conducting routine inspections of buildings and liaising with external specialists and contractors. The Facilities Technician performs semi-skilled work in the maintenance, care, and modification of the grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping.

**SUPERVISORY RESPONSIBILITIES:** *None*

**SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

\**The following is subject to change and will be modified as the needs and personnel of the organization changes.*

\*All required tools and equipment will be provided for this position.

The ***Facilities Technician*** will be responsible to maintain and oversee the following areas:

* **Maintenance Responsibilities**
  + Inspecting machinery, equipment, buildings and systems, including heating, ventilation and air conditioning.
  + Performing routine cleaning and sanitizing, including specialist cleaning of delicate or high-value items such as entry systems, security equipment.
  + Completing small repairs such as fixing locks, leaky taps and broken office equipment.
  + Checking and maintaining safety equipment in conjunction with Safety Guidelines.
  + Inspecting and troubleshooting reported maintenance problems and issues.
  + Maintaining tools and equipment required to perform the role effectively.
  + Following a maintenance schedule to ensure that all routine tasks are completed in a timely manner.
  + Changes light bulbs, paints walls, woodwork, furniture, and equipment, makes minor carpentry, plumbing, and electrical repairs, delivers supplies, materials, and equipment as needed.
* **Landscaping Responsibilities**
  + Performing grounds maintenance such as mowing lawns, trimming bushes and replacing exterior light bulb.
  + Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
  + Provides a record of grounds and landscape watering and chemical spraying by keeping daily logs of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed and reason, and the wind speed and direction at time of spraying.
  + Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points.
  + Safely operates light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
  + Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.

**MINIMUM QUALIFICATIONS:**

* **Education***:* A high school diploma or the equivalent is required.
* **Experience:**At least two years of verifiable, related experience in groundskeeping and/or maintenance is required, where knowledge of the methods, materials and equipment used has been gained.
* **Skills:**The ability to read English language sufficiently to understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, chemicals, fertilizers and similar products used in groundskeeping is required. Skill in the proper operation and maintenance of grounds maintenance tools, equipment, and machinery is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.
* **Effort:**Requires the ability to lift and carry groundskeeping and maintenance supplies and equipment weighing up to 60 pounds on a frequent basis and up to 100 pounds on an occasional basis, prolonged walking or standing, and frequent bending, stooping, kneeling, and reaching on a daily basis. Requires a full range of physical motion in order to operate manual, electrically-powered and/or gasoline-powered groundskeeping equipment and machines. Requires the ability to access facilities and areas which may only be accessible by climbing stairs or by climbing ladders to a height of 20 feet (e.g., for tree trimming). Must be able to move throughout assigned areas, as the work is performed primarily out-of-doors, year-round.

**SCHEDULE:**

This position is a full-time position and the candidate will be required to in-personat the Corporate Office Monday through Friday.

**BENEFITS & COMPENSATION:**

The Apostolic Assembly offers full-time employees a competitive benefit and compensation package which includes:

* Paid Time Off
* Personal Days
* Sick Leave
* Paid Holidays
* Comprehensive Health Benefits including:
  + Medical
  + Dental
  + Vision
  + Life Insurance
* 403B Retirement Plan
* And much more!

The starting salary is commensurate with experience and education.