

Job Description

Facilities Technician (part time)

Priority Focus:

The Facilities Technician assists the Facilities Manager in performing light maintenance tasks in order to provide an inviting environment for worshiping and serving God, and to reflect our love for the Lord and HIS people. NWC premises are maintained by using best practices to manage available resources.

This position is expected to work up to 20 hours per month (4-5 hours per week on average).

Scope of Responsibilities:

- 1) Completing light maintenance tasks as assigned by the Facilities Manager
- 2) Ensuring routine preventative maintenance inspections and repairs are completed on time
- 3) Other duties as assigned by staff or the facilities manager for the purpose of facilities upkeep and preparation for events and services.

Specific Duties:

- Assist in the upkeep and completion of preventative maintenance schedule and tasks
- Assist in meeting service providers who come on site
- Light maintenance tasks such as:
 - Changing light bulbs
 - Cleaning gutters
 - Inspection and setting of thermostats
 - Light carpentry to hang pictures, blinds, etc.
 - Clearing walks of snow and ice – spreading ice melt
 - Light repair of equipment such as vacuum cleaners
 - Furniture or shelf assembly
- Sanctuary and classroom set up
 - As needed, ability to direct volunteers to tear down and set up sanctuary
 - As needed, set up classrooms for various purposes
- Assist staff with various tasks (e.g. moving large ladders, risers, etc.)

Requirements:

- Ability to climb ladders and be on roof
- Familiarity and skills to perform basic repairs
- Availability up to 5 hours per week

Reports to:

Facilities Manager