



Title: Facilities Maintenance II	Status Category: 5
Department: Facilities - 980	Staff Category: Part-Time - Facilities
Supervisor: Diana Bermudez	Pay Method: Hourly
Work Hours: 20-25 hours weekly	Job Description Updated: 10/05/2022

POSITION SUMMARY

Community Christian Church is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a believer in the Lord Jesus Christ, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community Christian Church your church home, the place where you worship and serve.

We seek a talented, experienced Christ-Following Part-Time (20-25 hours) Facilities Maintenance II to join Team Member to work alongside the Facilities Team to provide maintenance, set up, and breakdown of events at Community Christian Church.

Summary of the Position:

You will inspect different equipment and perform basic repairs or preventative maintenance when required. To do well in this role, you should have previous experience in maintenance, be highly skilled with various hand and power tools, and read repair manuals to conduct necessary repairs.

Maintenance Worker Responsibilities:

- Conduct routine inspections of premises and equipment.
- Perform preventative maintenance.
- Handle necessary repairs and maintenance.
- Diagnose basic mechanical issues and correct them.
- Repairing machines, equipment, or interior structures as necessary.
- Assist the Facilities team with the setup and breakdown of events.

Maintenance Worker Requirements:

- Proven maintenance experience.
- High school diploma or general education degree (GED).
- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.

- Ability to check repair manuals or parts catalogs as necessary to conduct repairs.
- Ability to use standard tools such as hammers, hoists, saws, drills, and wrenches.
- Experience with precision measuring instruments or electronic testing devices.
- Experience performing routine maintenance.
- Strong organizational and follow-up skills.
- Eye for detail.
- Professional presentation and attitude.
- Ability to maintain focus while working individually.
- Strong time management skills.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to lift up to 75lbs, bend, kneel, crawl, work on ladders, etc., to meet the physical demands of the position.
- Ability to climb stairs and walk a distance between the Main and NextGen Building
- Lighting (bulb & ballast replacement, exit signs, emergency lights)
- Must be able to climb a 12' ladder
- Ability to stack Tables and Chairs
- Outdoor tasks (entryways cleanliness, and control, etc.)
- Painting
- Set up & arrange tables & chairs for classrooms, meeting rooms, and events.

EDUCATION

- A high school diploma or GED equivalent is required.

EMPLOYMENT AT-WILL

All employees of Community Christian Church (CCC) are at-will, as such, are free to resign any time without reason. CCC likewise retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of CCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all CCC staff members are in agreement with the vision, values, and Statement of Faith of CCC and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at CCC are expected to embrace a high biblical standard of personal conduct and lifestyle, both public and personal.

Employee Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____