

NORTH COAST

CALVARY CHAPEL



JOB DESCRIPTION

Position Title	Part Time Facilities Technician
Position Reports to:	Supervisor & Facilities Manager
Department:	Facilities
Schedule (may vary)	10:00 am – 3:00 pm Monday thru Friday
Rate/Salary	Nonexempt Hourly rate range \$20 to \$22 DOE

General Description

- Performs general and preventative maintenance and repairs of buildings, facilities, equipment, grounds, and etc.
- Assists in setup/tear down of office cubicles & equipment.
- Assists in obtaining quotes & working with outside vendors.
- Keeps Work Order system updated & orderly.
- Able to Activate/Deactivate Alarms.
- Complete Open & Close Procedures.
- Other duties, as assigned.

Specific Duties and Responsibilities

- **Carpentry:** perform basic-to finish carpentry and repairs (partitions, walls, window frames, furniture, & etc.).
- **Electrical:** performs basic electrical installation and repairs (wiring, outlets, plugs, appliances, elevator/lift, & etc.).
- **Plumbing:** performs basic repairs of leaks or breaks; clogged sewer lines; & minor plumbing fixtures.
- **Painting/Drywall:** performs minor repairs & matching paint.
- **Grounds/Maintenance:** performs maintenance of drinking fountains, hot water heaters; adjusts automatic time clocks, security codes and security panels; assists in keeping NCCC grounds clean & orderly.
- **Masonry:** lays forms, mixes & pours concrete for any small repairs.
- **Mechanical Systems:** Programming all HVAC controls.

Knowledge/Skills Required for the Job

- Familiar with use of variety of hand tools.
- Possesses a desire for technical & mechanical problem-solving.
- Familiar with maintaining Work Logs.
- Identify projects needing to be serviced.
- Ability to establish good & effective relationships with others in the course of work assignment.
- Ability to rent tools, as needed.

Personal Relations

- Daily interaction w/all Facilities and NCCC Staff.
- Works as a team
- Ensure communication between all Staff is current & accurate.

Desirable Qualifications

- Ability to read blueprints
- Servant's heart, Passion for God, and the Mission of NCCC

Minimum Qualifications Required

- High School Diploma with the ability to read.
- Computer literate.
- Communicates effectively in oral and written form.
- Reliable, self-starter, motivated, & practice safety at all times.
- Able to follow oral and written instructions.

Work Environment

- Professional yet semi-casual office.
- A fast-paced environment requires the ability to multi-task.
- Ability to work in outdoor weather conditions

Physical Requirements

- Ability to lift up-to 25 pounds (frequently) & 50 pounds (occasionally).
- Ability to reach, climb, balance, stoop and crawl.
- Ability to work in tight and/or dim places