



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Campus Facilities Technician

EFFECTIVE/REVISED: 8-10-21

SUPERVISOR'S TITLE: Campus Facilities Supervisor, Anaheim

DEPARTMENT: Campus Ops

CAMPUS: Central Campus: Anaheim

CATEGORY:

| | | |
|------------------------------------|--|----------------|
| <input type="checkbox"/> EXECUTIVE | <input type="checkbox"/> DIRECTOR | • STAFF |
| <input type="checkbox"/> PASTOR | <input type="checkbox"/> MINISTER EXEMPT | • NON-MINISTER |

OTHER _____

PAYROLL STATUS:

| | | |
|--|------------------------------------|-------------------------------------|
| • FULL TIME | <input type="checkbox"/> PART TIME | WEEKLY HOURS _____ |
| <input type="checkbox"/> MINISTER EXEMPT | <input type="checkbox"/> EXEMPT | <input type="checkbox"/> NON-EXEMPT |

01. Summary of Position:

The Campus Facility Technician performs a variety of semi-skilled to skilled work in the alteration, maintenance, and repair of campus equipment, buildings, facilities and systems across the Eastside Campuses. Work may be done independently or as a member of a maintenance crew in performance of semi-skilled to skilled tasks in one or more trades. This team member may specialize in one trade, but is expected to work in a variety of trades as directed. Work relationships will extend beyond the peer group to staff in other departments in the organization, outside contractors, and church members or guests.

02. Ministerial Functions: (if any)

- This position has no ministerial functions.

03. Supervisory Responsibilities:

- This job has no supervisor responsibilities

04. Duties and Responsibilities:

- Cleans, maintains, and repairs building fixtures and equipment including locks, windows, doors, filters, blinds, drains, shelving, and related hardware. Replaces light bulbs, and makes simple repairs to furniture, acoustical ceiling tiles, and carpet/transitions.
- Ability to perform work and/or assist experts in various trades such as carpentry, welding, painting, HVAC, and plumbing. May be trained to focus on area of specialization and assigned basic projects in these areas based on demonstrated knowledge and abilities.
- Performs a variety of building maintenance work including lubricating, repair of plumbing, clearing plumbing lines and drains, water heater maintenance and adjustments, and faucet adjustments.
- Ability to inspect and perform basic maintenance of electrical systems, such as ballast changes, light switch changes, and electrical outlet changes.
- Assists in the repair and knowledge of sidewalk maintenance, minor roof repairs and maintenance, and irrigation systems.
- Operates and performs minor maintenance on light equipment including scissor lifts, man lifts, forklifts, and other labor-saving equipment.
- Operate power tools.
- Maintains required records and makes reports or logs of maintenance as required. Prepares reports on work completed and materials used.
- May assist in room setups for events when needed.
- Demonstrates a professional demeanor, attitude and conduct across all areas of responsibility.
- Performs other duties as assigned that support the overall objective of the position.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

05. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Requires a basic knowledge of building trades, practices, and principles sufficient to perform routine maintenance and repair tasks.
- Requires the knowledge of the use, maintenance, and minor repair of the various tools and equipment used in building maintenance and repair work.
- Must know, understand, and/or be trained in safety rules and regulations.
- Must have basic record-keeping and report writing skills.
- Having the ability to read and interpret blueprints and designs is preferred.
- Must possess a positive attitude, demonstrate flexibility, and have a customer-service focus.
- Must be able to work as a member of a team and maintain harmonious work relationships.
- Requires the ability to organize and the ability to coordinate several ideas and tasks at the same time.
- Requires the ability to read, understand written and oral instruction, and make simple mathematical calculations.
- Requires communication skills sufficient enough to discuss and understand somewhat technical information and to interact with the normal range of contacts typically found at this level of position.
- Must be able to perform all of the essential duties of the position.
- Requires basic computer skills (Word, Excel, Office, Google Docs, etc.) and be able to be trained in The Rock, HVAC scheduling system, and FIIX work order system.
- Must be available to work most weekends, and work at Special Events and on necessary holidays (Christmas, Easter, etc.).

- Requires travel to Eastside multi-site campus locations (mileage allowance reimbursements provided).
- Must attend monthly all-staff meetings and team retreats.
- Must have an education level of High School or equivalent.
- Must have a demonstrated experience in performing a variety of basic maintenance and repair of buildings and equipment of at least two years; four years is preferred.

06. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity.
- Agreement to conduct self on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church.
- Attendance at Ministry Team meetings and department meetings is required.
- This Job Description will be reviewed at least annually with the position's supervisor; this person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

07. Physical Demands & Work Environment:

- Requires extensive standing, walking, and activity for long periods of time. Requires the ability to lift, carry, and move light to heavy weights of up to 50 pounds on a regular basis, and to push, pull and guide materials over 50 pounds. May climb (ie, ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including the ability to grasp, and the ability to hear machinery sounds and alarms. Requires the ability to work in extreme temperature conditions.
- Work is performed indoors and outdoors where significant health and safety considerations may exist from physical labor and use of specialized equipment consistent with trade areas. Work conditions may be unpleasant and uncomfortable at times due to physical positions and/or environmental extremes.

The signatures below indicate that this Job Description is agreed to by the parties below..

Staff Member

Supervisor

Date