

Facilities Technician I or II (Part Time or Full Time)

Depending on the staffing needs of The Crossing, and an individual's level of knowledge, skills & capabilities; candidates from this job posting may be hired either as part time or full time and at either a Tech I or Tech II.

This decision will be made at the sole discretion of the Executive Pastor of Operations.

Who we are

The Crossing, A Christian Church exists for people to discover Jesus and the Journey. This journey often begins when someone steps foot onto one of our campuses. By maintaining the safety, security and usability of our buildings, resources and grounds, our Facility Technicians eliminate disruptions to our weekend experience and our weekly ministries, allowing people to build a closer relationship with Jesus and each other.

Where you fit in

The Facilities Technician will work diligently with the team to keep buildings and grounds in excellent condition. This position is perfect for an energetic, trustworthy individual who enjoys task-focused activities such as event setup, campus upkeep, and maintenance/repair.

What you'll be doing

Staff Support

- Respond to schedule and tasks from the Facilities Director and Assistant Facilities Director
- Provide facilities support to church attendees, volunteers and staff
- Assist ministry staff with event, facilities and resource requirements
- Actively participate in a culture of continued process improvement
- Recruit, train, supervise, and assist Facilities Volunteers and Community Service workers

Facility Management and Security

- Maintain the safety, security and usability of buildings, resources and grounds
- Maintain inventory and service Facilities-managed rooms, equipment, and consumable stock
- Work independently or as a team to perform maintenance and repairs
- Perform recurring tasks including custodial, landscaping, equipment maintenance and other related tasks

Event Support

- Utilize web-based event scheduling tools and reports to facilitate timely and accurate event setup and tear down
- Provide support to ministry leaders in a timely, discreet and serving manner
- Provide event coordination and management during planning and execution
- Other related duties as assigned

General

- Other related duties as needed

Accommodating Work Shifts and Scheduling

- Shifts, work schedule, weekend hours, etc. will be determined and agreed upon during the interview process and confirmed when a candidate is hired
- Typical campus schedule is 6 am - 10 pm

- Adjusting shifts and additional hours may be required to cover the campus schedule and attend meetings

What you'll bring to the team

Facilities Tech I Requirements

- Minimum Education: High School Diploma or equivalent
- Verbal, phone, email, radio communication skills
- Computer skills
 - Ability to effectively use various computer and smartphone applications
 - Level 2 - Basic Computing and Applications (Gmail, Google Docs, text/chat apps, etc.)
- Preferred Experience: One year in an equivalent role, church setting or non-profit organization
- Valid driver's license
- Must pass a pre-employment background check
- Proof of legal authorization to work in the United States

Facilities Tech I Skills & Abilities

Demonstrate a *Basic* level of repair, maintenance, hand/power tool operation, and equipment operating skills (changing light bulbs, tightening tables/chairs, assembling furniture, operating leaf blower, etc.). Others may include:

- Vehicle/trailer operation capabilities
- Building alarm/lockup procedures
- Janitorial/custodial skills
- Prior facilities maintenance preferred
- Routine lifting/moving up to 50lbs
- Occasional Team lifting/moving up to 200lbs
- Safe operating/personal protection practices

Facilities Tech II Requirements

- Minimum Education: High School Diploma or equivalent
- Minimum Experience: One year in an equivalent position
- Verbal, phone, email, radio communication skills
- Computer skills
 - Ability to effectively use various computer and smartphone applications
 - Level 3 - Intermediate Computing and Applications (Gmail, Google Docs, text/chat apps, etc.)
- Preferred Experience: Three years in an equivalent role, church setting or non-profit organization
- Valid driver's license
- Must pass a pre-employment background check
- Proof of legal authorization to work in the United States

Facilities Tech II Skills & Abilities

Demonstrate an *intermediate level* of repair, maintenance, hand/power tool operation, and equipment operating skills (changing motor belts, adjusting electrical timers, servicing equipment, adjusting/repairing doors, etc.) Others may include:

- Vehicle/trailer operation capabilities
- Building alarm/lockup procedures
- Janitorial/custodial skills
- Prior facilities maintenance preferred
- Routine lifting/moving up to 50lbs
- Occasional Team lifting/moving up to 200lbs
- Safe operating/personal protection practices

What's expected of you

- The heart of a servant
- Exhibit spiritual maturity
- Possess strong verbal and written communication skills
- Pursue Christ-likeness daily
- Attend needed cross-functional meetings and department meetings
- Attend monthly All-Staff meetings and occasional staff events
- Participate in staff Prayer Days
- Attend any required conferences or seminars
- Part time, 16-25 hours per week
- Full time, 40 hours per week

Staff Values

- We're in this Together
 - Respect and respond to each other's Thinking Wavelength
 - Invest in relationships
 - Pursue cross departmental conversations and collaborations
 - Seek the greater win (The Crossing) over the personal win (my ministry)
- Live in the Tension
 - Between the need for change and the desire for consistency
 - Between being engaging in the present and planning for the future
 - Between creativity and structure
- Be Hungry to Heal, Learn and Grow
 - Practice self-awareness
 - Set healthy boundaries
 - Be solution focused
 - Passionately pursue my relationship with God