

Position Title: **Facilities Technician**

Last Updated: May 2022

Reports To: Director of Facilities

Status: Non-Exempt-hourly
12 month; Permanent Full-time

Schedule: Calendar Year: 40 hours per week
Monday through Friday

Benefits: Full benefit eligibility

Growth &

Evaluation: Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our [Essential Expectations](#) provide the foundational aspects we require to work at FCS. These [Characteristics of Professional Excellence](#) establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

Summary

Description: The Facilities Technician is responsible for the general maintenance and/or minor repairs of all school facilities and ensures the upkeep, maintenance, and cleanliness. Additionally, this person will coordinate work on their own and supervise additional help when applicable.

Essential Functions:

- Ensure that all school buildings have adequate heating, lighting, and ventilation, and that is properly cleaned and in good working condition
- Make repairs, and installations to mechanical systems as directed
- Perform general repairs to walls, windows, office equipment, flooring, etc.
- Be able to work alone and recognize facility needs as in repairs, replacements, etc.
- Arrange desks, files, office equipment and other items as requested; Move furniture and miscellaneous equipment
- Assist with all event set ups and work as a team in preparation for school functions
- Perform odd janitorial duties and other related tasks as required
- Perform routine skilled general maintenance work
- Repair and maintain fences, gates, walls, and walks
- Sharpen and maintain tools of the trade
- Performs repairs on equipment
- Takes the initiative in proposing improvements to grounds and facilities
- Assist in the cleaning and maintenance of athletic fields, facilities and related areas including dugouts, bleachers, courts and parking lots
- Maintain organization and cleanliness of maintenance work areas, work vehicle and project sites
- Maintain organization of school provided tools to ensure their performance integrity
- Perform all work in a neat, safe, energy conscious and professional manner
- Monitor and report all equipment, system, and work site safety concerns to the Director of Facilities
- Coordinate work with other staff to minimize conflicts and ensure timely completion of assigned tasks
- Work with vendors to expedite on-site system repairs and installations
- Assist other campus staff and faculty when necessary and work with other departments when assigned by the Director of Facilities to ensure the overall safety and smooth operation of the school

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and maintain positive attitude and appearance in accordance with school standards
- Must always maintain high level of personal hygiene and cleanliness
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment

- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Director of Facilities or Head of School

Qualifications:

- Five to seven years' experience in a similar capacity preferably
- Knowledge in maintenance supplies, equipment, materials, and methods used to perform routine repairs and installations
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Ability to understand verbal and written instructions; demonstrated writing and communication skills
- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Must be able to work intuitively and independently as well as part of the Facilities team
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students, and other constituents of the school
- Solid working knowledge of Word, Excel, Internet, knowledge of work order systems a plus
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Possess a valid state driver's license
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and as a condition of employment

Physical Qualifications:

- Standing/sitting/walking for long periods of time
- Bending, lifting (up to 50 lbs.), pushing, kneeling, crouching, crawling, stooping, squatting, shoving
- Use of hands and fingers for manipulation and using tools
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Climbing step stools and ladders up to a height of six feet
- Ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight
- Must hear with accuracy in order to have verbal exchange with others

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.