



Facilities Technician	
Reports To: Facilities Manager	Team: Facilities
FLSA Status: Full-Time, Non- Exempt, Sunday-Thursday	Department: Operations

Summary: Assure the effective functioning of TC facilities and property to provide an efficient and safe working environment for staff and all related activities by using best business practices to manage facility resources, services and processes to meet the needs of Transformation Church.

Essential Duties and Responsibilities include but are not limited to the following:

- As a TC team member, responsible for personal spiritual formation, growing as an Upward, Inward, Outward disciple of Jesus Christ. This will mainly be expressed through the Five Characteristics (worship, connect, serve, give, invite).
- In collaboration with the Facilities team develop, implement and maintain an overall facility maintenance plan for TC buildings, equipment and property by performing inspections, preventative/life-cycle maintenance, repairs, refurbishments, renovations, etc.
- Schedule facility systems, such as HVAC and door access, according to building usage while implementing best practices to increase efficiency.
- In collaboration with Facilities Manager, build and maintain excellent contract and vender relationships, including obtaining quotes, scheduling work and checking completed work.
- Maintain health, safety and security standards for all property, including proactive safety intervention and repairs, safety training, maintenance of MSDS documentation, etc. according to best practices and related health and safety standards according to state and federal guidelines.
- Respond to facility and equipment alarms and system failures, including building security alarms and ensure all necessary follow-up.
- Discovers, develops, disciples and deploys servant leaders for the growing facilities needs of Transformation Church.
- Provide prompt response to requests and issues from facility occupants, collaborating with Facilities Assistant as needed for excellent support to all teams.

Competencies Required: To perform successfully, the following competencies should be demonstrated:

- **Prerequisites:** Christ follower who allows the Holy Spirit to work in and through oneself and lives a life of worship - Upward, Inward, Outward. Affirms and lives out the TC Vision and Values – multiethnic, multigeneration, and mission-shaped. High standard of ethics, honesty and integrity.
- **Strategic Planning and Innovation:** Able to envision, plan and implement new strategies to align facilities aspects with TC’s growth plan.
- **Organizational and Project Management Skills:** Ability to process and track information in an organized, effective manner which leads to the proactive and successful implementation of projects and initiatives; maintains high level of organization and attention to detail; ability to prioritize work using time efficiently, demonstrating accuracy and thoroughness.
- **Action-Oriented Excellence:** Actively motivates self to work diligently, moving tasks forward to completion; initiates action as needed and willing to plunge into tasks/projects despite difficulty or uncertainty; works in an efficient and optimistic manner to achieve goals in a timely fashion; dependable.
- **Effective Interpersonal Skills:** Works with others to achieve common goals; creates win/win solutions to issues; builds relational rapport and trust in team-focused environment.
- **Excellent Communication:** Clearly and concisely communicates effectively through written or verbal channels in one-on-one or small group contexts; checks for understanding and clarity.

- **Flexibility and Adaptability:** Adapts and responds positively to changing circumstances and competing demands; able to deal with frequent change, delays, or unexpected events.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
Minimum of High School Diploma and two or more years of related experience in varied aspects of the construction trades required.
- **Language Ability:**
Ability to read and comprehend instructions and involved correspondence. Ability to write clearly and concisely, can effectively present information in one-on-one and small group situations.
- **Math Ability:**
Ability perform necessary mathematical calculations necessary for efficient and quality construction completion which may include but is not limited to addition, subtraction, multiplication, division in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to read, interpret and draw conclusions from bar graphs and building plans.
- **Reasoning Ability:**
Ability to apply common sense understanding to carry out detailed or involved written or oral instructions. Ability to deal with problems involving a few concrete variables in unique situations.
- **Technical Skills:**
Experienced in multiple aspects of trades (construction, plumbing, electrical, HVAC, drywall/painting, etc.), maintenance and all facets of facility operation. Ability and willingness to learn and confidently use various facility management software and Microsoft platforms.

Certificates and Licenses: CPR/AED Certification required (provided by Transformation Church).

Supervisory Responsibilities: May supervise 1-5 servant leaders.

Work Environment:

The work environment characteristics described here represents that which an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here represent that which must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is regularly required to stand and walk, climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Employee:	Title:	Date:
Supervisor:	Title:	Date:
Human Resources:	Title:	Date: