

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Facilities Crew

Department: Facilities

Recruited By: Andy Rodgers

Reports To: Facilities Associate

Location: Loop Campus

Status: Full Time Non-Exempt

Proposed Employment Category: IV

Summary of Position: Property service and repair 'handyman'

Purpose: Maintaining the physical need of property for Church Ministry Operations

Organizational Relationships: Reports to Facilities Associate, Maintenance Supervisor

Duties and Responsibilities:

Tasked with maintaining items such as plumbing, lighting, painting, ceiling work, minor equipment repair and service, low voltage cabling, general HVAC duties such as air filter replacement, furniture, and door hardware. Must be able to correctly use routine hand tools and power tools needed for this work. Work will include using ladders, man lifts, permanent structure catwalks. Expected to be able to communicate with other workers and the general persons at the campus when required for daily work and to respond to emergency problems/ events.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

PC skills:

Windows

MS Office

MS Outlook

MS Excel

Other: software for work orders and building controls

Administration

Service to others

Teacher/Leader

Good Communication skills

Team builder

Self-disciplined

Servant leader

Decision maker

Strong work ethic

Empathy for ministry partners

Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
 Church Staff experience preferred Other: [Click here to enter text.](#)

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
 Continuing Education Specialized training Occasional travel
 Other: Occasional coverage for different hours or days

Prepared By: Andy Rodgers

Title: Facilities Director

Date Prepared or Revised: August 24, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name