



# TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

## STAFF TEAM JOB DESCRIPTION

### Facilities Technician

REPORTS TO: Senior Pastor  
DIRECTLY SUPERVISES: N/A  
STATUS: Full Time  
DATE: October 2023

### JOB SUMMARY

The Facilities Technician is responsible, in conjunction with the Buildings and Grounds Ministry Team, of tending to the general maintenance and functionality of the physical plant of Trinity Presbyterian Church, including the Weekday School and Philips Academy facilities.

### ESSENTIAL FUNCTIONS

1. Engages in the corrective, preventive, and predictive maintenance of physical plant and grounds.
  - a. Oversees electrical, plumbing, HVAC systems
  - b. Handles inspections (i.e., fire inspection, elevator inspection...)
  - c. Monitors sump pumps
  - d. Monitors electrical panels and contract electrician as needed
  - e. Monitors roof shingles
2. Makes needed repairs and/or consults with Buildings & Grounds Ministry Team if contract help as necessary.
  - a. Performs routine maintenance and repairs
  - b. Tends to emergency repairs
  - c. Coordinates repairs with outside service providers
3. Oversees the cleaning and maintaining of the grounds (not including mowing).
  - a. Coordinates with our landscaping contractor
  - b. Empties outdoor trash cans and pet collection station, monitor dumpster
  - c. Handles urgent grounds needs such as salting sidewalk ice , hornets' nest, downed branches
4. Sets up space for various meetings and events as specified by request.
5. Performs various tasks necessary to
  - a. Participates in WDS daily safety walk (parking lots, playgrounds, school buildings)
  - b. Helps hang/install (bulletin boards, shelves, etc)
  - c. Assists with assembling various items (example: strollers, tables, chairs)
  - d. Opens and closes columbarium niches
  - e. Monitors and changes toilet paper, paper towels, light bulbs
  - f. Takes trash out from kitchen within a day after events
  - g. Maintains oil in candles in the sanctuary and repairs pews as needed
  - h. Coordinates monthly fire drills
  - i. Changes HVAC filters every six months
6. Manage temp control and scheduled door access as needed

- a. Sets door lock/unlock and HVAC schedule for after-hours activities in conjunction with Office Manager.
7. Assists the Buildings & Grounds Ministry Team in development and implementation of annual budget for physical plant and grounds.

**OTHER RESPONSIBILITIES**

1. Attends biweekly staff meetings and monthly Building and Grounds Ministry Team meetings.
2. Reviews facility needs with Buildings and Grounds Ministry Team.
3. Advises on compliance with codes that pertain to the physical plant, safety and Department of Health regulations.
4. Works with Buildings & Grounds Ministry Team to implement appropriate new technology to improve operational efficiency.

**MINIMUM QUALIFICATIONS**

Five (5) years of general maintenance work and/or management capacity function required.  
Familiarity with mechanical equipment and building management systems particularly HVAC systems  
No college degree required

**PHYSICAL REQUIREMENTS**

Lifting 75lbs minimum  
Walking, standing, bending, crawling, and climbing

**CORE COMPETENCIES**

Prioritization Skills/Access the scope of work of the week.  
Problem Solving/Analysis  
Gathering Information  
Interpersonal Skills – Team effort Effective Oral and Written Communication

**COMPENSATION**

\$45,000 - \$60,000 (based on experience)  
Full benefits