

Bon Air Baptist Church

Proclaiming the Grace of God – Growing Followers of Christ

Job Description: Facility Technician

FLSA Status: Part time Non-Exempt, hourly 20 hours/week

Immediate Supervisor: Facility Coordinator

Location: Onsite at 2531 Buford Road

Principal Functions: The Facility Technician will perform various repairs and technical work at Bon Air Baptist Church as well as support the Facilities team with other maintenance requirements of the facility.

Responsibilities:

General

- Provide skilled repair on various systems and devices including but not limited to electrical, plumbing, HVAC, and construction.
- Train/equip staff with proper cleaning methods, machine use, and safety.
- Train/equip staff to perform minor maintenance i.e., painting, plumbing, bulb replacement, etc.
- Train/equip staff to perform landscaping duties and snow removal.
- Provide advisement on recommended facility repairs and when there is a need for contractors to perform more complex work.
- Assist with managing contractors and vendors.
- Ensure personal, staff, and visitor safety when performing all work and activity planning.
- Perform custodial tasks and facility/room setups for church activities as needed.

Specific

- Perform intermediate level electrical work, evaluate when a professional contractor is required.
- Perform intermediate level HVAC troubleshooting, evaluate when a professional contractor is required.
- Perform intermediate level carpentry work, evaluate when a professional contractor is required.
- Perform intermediate level plumbing repairs, evaluate when a professional contractor is required.
- Perform intermediate level of “handyperson” work and repairs around the facility, e.g., painting, flooring, door, and window hardware, etc.
- Perform intermediate level carpentry work, evaluate when a professional contractor is required.
- Research potential repair procedures if unsure of complexity of task.
- Provide advisement on any potential facility improvements.
- Self-manage time and work priorities based on urgency of tasks.
- Assist custodial staff with facility cleaning, when needed.
- Assist custodial staff with room and facility setup for church events, when needed.

Requirements:

- High School diploma
- Must be able to lift 50 pounds or more
- Ability to work on ladders and man lift
- Potentially walk several miles a day around facility
- Skill level: This is a generalist position with no certifications required. General building systems, contractor, and repair knowledge is required.

- Work hours: Primarily between 12:00 PM to 5:00 PM, Mon. – Fri. Schedule adjustments will be needed based on facility requirements. These adjustments will be made with the Facility Coordinator and may include later evening hours and/or rotating weekend work.

Please send resumes to Brad Blakeney, Interim Facilities Director, at
brad.blakeney@bonairbaptist.org