

Facilities Technician

Primary Function:

1. Oversee all upkeep and maintenance of the property, grounds and surrounding areas. Perform regular maintenance of the building exteriors, building interiors and common areas.
2. Schedule and follow up with all 3rd party building related needs such as inspections for sprinklers, HVAC, various utility units, fire hydrants and communication with lawn services, exterminators etc.
3. Construct, assemble, or orchestrate special projects or additions to the building or grounds as needed.
4. Ensure service requests made by staff are responded to and fulfilled within a timely manner.
5. Coordinate and supervise the Elder Facilities Service Team for special projects and responsibilities.

Ministry Area/Department	Facilities, Maintenance, and Special Projects of Potter's House - Columbus Church 3220 Lowell Drive Columbus, Ohio 43204
Accountable To	Executive Pastor
Ministry Target	Staff and Building Needs
Position Is	Paid Staff
Time Commitment	Full Time - 35 hours per week (dependent upon needs of the church)
Position May Be Filled By	Church Member or Strong Reference
Spiritual Gifts	Leadership, Faith, Service, Discernment
Required Skills and Abilities	General handy man skills involving: power tool operation, plumbing, carpentry, painting, and electric work. Ability to lift, push, pull and carry up to 80 pounds. Physical elements of the job may require frequent standing and walking, squatting, reaching, stooping, climbing stairs/ladders, balancing and carrying.
Passion For	Cultivating, New Ideas, Self Development, Creative Problem Solving
Length of Service	Indefinite

Duties and Responsibilities

1. Coordinate and execute special projects for pastoral demonstrations, special events, or building additions.
2. Replacements and repairs of various fixtures and filters as needed.
3. Operate church boom lift and perform respective tasks such as ceiling tile replacement, light installment, and various duties involving media and production installation.
4. Responsible for initial assessment of all plumbing and electric issues. (Assistance is available if other professional help is required.)
5. Coordinating snow plows during winter months.
6. First respondent for emergency, after hour, repairs on rare occasion.
7. Assist Executive Pastor in coordinating quotes for future large scale projects.
8. Assist Executive Pastor in general bookkeeping for Building Maintenance budget.

Practical Expectations

1. Building to be kept up to code, and inspections to be completed and scheduled when needed.
2. Church to be maintained at a high level of excellence with attention to detail.
3. Have a commitment to The Potter's House vision, as well as an understanding of and willingness to serve within the values of the church.
4. Be teachable and willing to learn and grow in your craft.
5. Regularly pray for The Potter's House and its ministries.