

FRIENDSCHURCH

FACILITIES SHOP LEAD

FULL-TIME

JOB PURPOSE: To serve the church by providing general maintenance services to church buildings and grounds, including multi-campus locations, and leadership to Facilities staff.

ESSENTIAL FUNCTIONS

- Performs all levels of routine repairs and maintenance to the internal and external facilities of church property involving carpentry, concrete, electrical, masonry, landscape, painting, plastering and plumbing.
- Troubleshoots and completes repairs to building service equipment, utilities and personal property (electrical, water, waste, heating and air.)
- Assures work is completed in a timely and high-quality manner.
- Assists with getting competitive bids for projects outside the Facilities scope of work.
- Assists in training of Facilities Department staff in repair and maintenance of equipment and personal property.
- Assists in delegating team assignments for maintenance requests
- Serves as the primary contact for Facilities Department when Director of Facilities is not available.
- Participate in *Rooted* once per year, and other all-church Group Life series as requested
- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: 5-6 years experience in the following trades: carpentry, electrical, plaster, masonry, cement finishing and painting. In addition, must be able to read blueprints, drawings and interpret sketches. Must be able to use hand and power tools.

KNOWLEDGE AND SKILLS

SKILLS: Basic carpentry, general mechanical, plumbing, pipefitting, and electrical tools and materials of the above trades. General familiarity with plumbing and electrical code requirements and trade practices is necessary. Strong customer service skills. Willingness to learn various computer programs that pertain to facility maintenance, including HVAC, Security Access, and Security Cameras

ABILITY: *Ability to read assembly diagrams, manufacturer's drawings and blueprints. Ability to follow instructions and function as a team member. Ability to complete tasks in a timely manner. Ability to communicate and deal effectively with others. Strong leadership ability. Ability to work nights, weekends, and holidays, if requested.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that **must** be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to use hands to handle or feel and reach with hands and arms. The employee

is required to stand, bend, kneel and walk. The employee must occasionally lift and/or move up to 60 pounds