

Grounds/Facilities Maintenance Technician- Job Description

Christ In Action

The Grounds/Facilities Maintenance Technician shall report to the Facilities manager, working alongside and in coordination with other team members to ensure the vision and mission of the ministry is upheld in the highest regard. The Grounds/Facilities Maintenance Technician may work with a team of staff/volunteers to maintain CIA's grounds and facilities.

Possess spiritual, emotional and behavioral maturity, reflected in the following areas:

- Servant's heart and desire to please God
- Ability to follow instructions and work well with others as part of a team
- Ability to communicate effectively
- Able to maintain a healthy balance of ministry and family life

Experience and Education

The Grounds/Facilities Maintenance Technician position requires:

- Two years minimum experience in a facilities maintenance, logistics or related field
- Basic general computer knowledge helpful, with a trainable mind and teachable spirit

Grounds/Facilities Maintenance Technician Responsibilities

The Grounds/Facilities Maintenance Technician shall be responsible for:

- Knowledge of the Christ In Action grounds/facilities owned and rented in the Northern Virginia region
- Making recommendations for improvements, savings and efficiencies relating to grounds and facilities
- Complete (or delegate) tasks (lawn care, repairs, pest control, cleaning) to care for and maintain the grounds/facilities to keep them in neat, professional and working order, taking into account priorities as coordinated with other staff.
- Providing accurate and timely reports of needs, damages, proposed solutions and project cost estimates for leadership
- Determine and arrange for routine maintenance and inspections needed for grounds/facilities (i.e., fire sprinkler, fire extinguisher, HVAC filters, safety, etc)
- Identify and propose solutions for safety concerns
- Administrative role of maintaining purchase, manual, inspection and maintenance records.
- Other responsibilities as assigned