

Facilities & Maintenance Specialist

Job Title: Facilities & Maintenance Specialist
Department: Operations
Reports to: Operations Director
Status/Hours: Full Time

POSITION SUMMARY

First Church is a community of unfinished people being equipped to share the hope of Jesus in a broken world. The Facilities & Maintenance Specialist supports this mission by helping create and maintain a safe, clean, functional, and welcoming environment for worship, ministry, and community engagement. As a member of the Operations Team, this individual partners with staff, deacons, and volunteers to steward the church's facilities, providing leadership for volunteer teams and coordinating maintenance and improvement efforts that support the ministry of First Church. This position performs general repairs, grounds care, cleaning coordination, vendor relations, and facility support for church ministries and operations.

ESSENTIAL JOB RESPONSIBILITIES

- Building & Facility Maintenance
 - Perform general handyman repairs and preventative maintenance
 - Complete basic plumbing repairs and maintenance
 - Repair and maintain lighting fixtures and replace bulbs as needed
 - Perform painting and touch-up work throughout the facility
 - Replace and maintain ceiling tiles
 - Repair and maintain doors, locks, and related hardware
 - Assist with wiring and minor facility technology/cable needs
 - Organize storage areas and help reduce facility clutter
 - Safely operate maintenance equipment, including a scissor lift
 - Coordinate pest control services and related vendor visits
- Grounds Maintenance
 - Maintain landscaping, mulch beds, and exterior appearance
 - Maintain lawn and grass areas
 - Inspect and maintain playground equipment and surrounding spaces
 - Maintain outdoor signs and exterior property features
 - Oversee upkeep of athletic fields and outdoor activity areas
- Cleaning & Operations Oversight
 - Coordinate facility cleaning schedules and needs
 - Monitor and maintain cleaning supplies and inventory

- Provide facility oversight related to preschool operations
- Coordinate carpet cleaning and facility floor care
- Maintain and monitor cleaning and maintenance equipment
- Attend staff meetings, staff chapel, and Facility team meetings

POSITION QUALIFICATION REQUIREMENTS

Spiritual Gifts Helpful For This Position

- Servanthood
- Helps
- Administration
- Hospitality
- Encouragement
- Mercy

Character Traits Needed For This Position

- Dependable and trustworthy
- Self-motivated & responsible
- Positive & cooperative spirit
- Flexible & willing to assist where needed
- Patient and respectful in interactions with staff, volunteers, preschool personnel, and church members
- Good steward of church property and resources
- Safety-conscious and attentive to detail

Necessary Skills and Attributes

- General knowledge of building maintenance and repair
- Basic understanding of plumbing, electrical, carpentry, and facility systems
- Ability to safely use hand tools, power tools, ladders, and lift equipment
- Ability to prioritize and complete multiple tasks efficiently
- Physical ability to lift, carry, climb, bend, and work indoors and outdoors in varying conditions
- Ability to identify maintenance issues and recommend solutions
- Ability to work with, train, and oversee volunteers
- Ability to learn church management software

Required Education and Experience

- High school diploma or GED required
- Previous maintenance, custodian, facilities, or related experience required
- Experience working in a church or children's ministry environment preferred
- Experience operating maintenance equipment and tools preferred