

# JOB DESCRIPTION



CHRIST CHURCH  
EPISCOPAL

Job Title: Facilities Tech  
Hours: 40 hours per week (Hourly)  
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina  
Date Revised: August 2020

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## **Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this position is to “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Facilities Tech will support the work of the Director of Facilities to maintain the safety and useful life of the buildings and grounds of Christ Church through preventative and routine maintenance and to provide support for set up and break down of services, events, and meetings throughout the campus.

The duties of position will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

## **Other Key Relationships**

Internal: Rector, Facilities Staff, Church Staff, Vestry, Parishioners

External: Facilities department vendors/suppliers

## **Essential Job Functions and Primary Responsibilities**

1. Assist the Director of Facilities in the maintenance and upkeep of Christ Church properties including: opening and closing campus, set up and tear down of meeting rooms as needed based on the Parish wide events calendar, preventative and routing maintenance based on scheduled maintenance agreements, use of work order ticket system, or emergency requests as needed
2. Assist with campus safety and emergency protocols as necessary, including events such as youth meetings and basketball practices and games
3. Assist the Director of Facilities with special projects or parish events, such as Sunday services, CCES graduation, and funerals
4. All other duties as assigned by the Rector, Parish Administrator, Director of Facilities, or designee

## **Reporting Relationships**

This position reports to the Director of Facilities.

## **Required Competencies/Experience**

- Heavy lifting
- Twelve months maintenance experience desired
- Minimum of Class D Driver’s License

## **Personal Qualities**

- Lives into his/her faith
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- High comfort level working in a fast-paced, fluid, diverse community environment
- Open to direction and commitment to getting the job done
- Strong adherence to confidentiality and managing sensitive information
- Must pass background check and random drug testing

**Typical Weekly Schedule- either:**

- Monday-1:00 pm to 8:30 pm
- Tuesday-1:00 pm to 8:30 pm
- Wednesday-6:00 am to 2:00 pm
- Thursday-6:00 am-2:00 pm
- Friday-off
- Saturday-off
- Sunday-1:30 pm to close

**OR**

- Monday-off
- Tuesday-off
- Wednesday-1:00 pm to close
- Thursday-1:00 pm to close
- Friday-2:00 pm to close
- Saturday-8:00 am to 2:00 pm
- Sunday-6:00 am to 2:00 pm