



### **JOB TITLE: Facilities and Maintenance Technician**

Alfred Street Baptist Church (ASBC) is excited to announce our search for a **Facilities and Maintenance Technician**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, VA. The incumbent is under the day-to-day supervision of the Facilities Manager and serves as the church’s Maintenance Technician for the main church campus at 301 South Alfred Street and other designated church-owned / rental properties.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### Maintenance Services:

- Responds in a professional, polite and helpful manner when dealing with customer repair and maintenance requests.
- Assists with fixing plumbing problems such as unclogging drains, plunging toilets, and repairing leaky spigots and faucets.
- Assists in minor carpentry and repair work.
- Performs miscellaneous repairs such as tightening loose toilet seats, changing light bulbs, dry-wall repairs and painting.
- Assists with refurbishing and tightening loose pews and railings.
- Performs preventative maintenance on tools, equipment and furniture, including cleaning and lubrication.
- Assists with maintaining daily logs of operation, maintenance, and safety activities.
- Communicates with visitors, guests and customers when necessary to resolve maintenance issues.
- Follows all organizational safety and security policies and procedures; report maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications.

- Ensures personal appearance is clean and professional; maintains confidentiality of proprietary information, and protect organization assets.
- Develops and maintain positive working relationships with others, and listen and respond appropriately to the concerns of other employees.
- Ensures adherence to quality expectations and standards. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Visually inspect tools, equipment, or machines.
- Moves, lifts, carries, pushes, pulls, and places objects weighing less than or equal to 50 pounds without assistance. Move up and down stairs, service ramps, and/or ladder. Grasp, turn, and manipulate objects of varying size and weight. Perform other reasonable job duties as requested by Supervisors.
- Opens and closes church facilities during scheduled workdays.
- Assists with landscaping duties: cutting grass, pruning plant material, deadheading and watering interior and exterior plant material.
- Maintains equipment and tools by cleaning, lubricating, greasing, and oiling to ensure optimum working order.
- Applies paint, varnish, and stain to all types of surfaces in order to protect and beautify surfaces using appropriate tools and equipment.
- Opens interior doors and turns on elevators as needed during building operational hours.
- Activity Set-ups and Break-downs:
  - Sets-up furniture, tables and chairs for meeting rooms as specified by ACS Facility Scheduler / Programmed Ministry Event or Activity.
  - Ensures that classroom(s) are opened fifteen minutes before an activity, and that the classroom(s) are closed fifteen minutes after an activity has ended.
  - Ensures that ACS Events are printed and daily through-out the church facility.
  - Ensures that sufficient manpower is available for events and activities and advises the Facilities Manager within 48 hours of the need for additional resources.
  - Organizes and sets-up equipment (when requested).
  - Arranges meeting room tables and chairs.
  - Responds professionally and efficiently to the customer's requests and/or last minute changes. Finds answers to questions if unknown.
  - Interacts with guests and group contacts to obtain feedback.
  - Breaks down all meeting rooms once event is completed and return furniture/equipment to storage when necessary.
  - Maintains an accurate inventory of all meeting room equipment and supplies.
  - Takes down and stores in a proper manner all equipment used for events, meetings – banquets

## **REQUIRED SKILLS:**

## **QUALIFICATIONS/EXPERIENCE/SKILLS:**

- 3 to 5 years of experience and demonstrated success in facilities and/or maintenance positions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to apply concepts of basic adding, subtracting, division and multiplication.
- Familiarity to Microsoft Suite, Zoom and other technology tools as needed.
- Interpret and understand written specification and diagrams of meeting rooms to ensure proper placement of tables and equipment as specified by ACS Facility Scheduler / Programmed Ministry Event or Activity.
- A considerable amount of lifting and moving furniture is involved. Weekend work is required.
- Proficient communication (written and oral).
- Strong time management skills and attention to detail.
- Professional in appearance and manner.
- Able to lift 100lbs occasionally, 25-30lbs frequently and 5-10lbs constantly.
- Valid driver's license is required.
- Maintain a safe and clean work environment.

### **APPLICATION PROCESS**

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.