



Job Description || Facilities Maintenance Technician

WHO WE ARE

Quest Church is an urban, multiethnic, and multigenerational church in Seattle, striving to be an incarnational presence in a fast-changing, post-Christian culture.

Everyone belongs here regardless of what you look like, where you're from, what you have, how you identify, or whom you love. We boldly celebrate God's creativity, embodied in the rich diversity of human life. As staff members of Quest Church, we strive towards the ministry of justice, liberation, and reconciliation for all people—in our church, throughout our neighborhoods, and around the world. Individually and collectively, we seek to embody the whole Gospel through our five ministry values: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at <http://seattlequest.org>

QUEST'S VISION AND MISSION

Vision: To be disciples of Jesus who leave a multiplying impact for the flourishing of our community, our city, and our world.

Mission: Love people wholeheartedly. Love God boldly. Make disciples faithfully.

POSITION DESCRIPTION

The facilities maintenance technician position is responsible for all aspects of general and preventive maintenance, both inside and outside the church facilities. The duties include, but are not limited to, performing light handy-person work and limited janitorial and grounds care. The facilities maintenance technician ensures our properties are safe, clean, non-hazardous, and fully functioning as necessary for the operational needs of our staff, ministry leaders, and wider-community.

CORE RESPONSIBILITIES

General Maintenance Project Specific Responsibilities

- Assists in the overseeing of agreeing contracts and providers for services including parking, cleaning, and building maintenance; may be asked to assist in securing bids for bigger projects;
- Advises Sr. Director of Operations on ways the church can increase energy efficiency and cost-effectiveness;
- Assists Sr. Director of Operations in the phasing and scheduling of building projects, renovations or refurbishments;
- Maintains the cleanliness of exterior and interior perimeter of building to insure there is no litter, debris, broken glass, and/or graffiti; replace burnt-out interior and exterior light bulbs; contact city for any illegal camp outs/ illegal dumping on property; light cleaning required;
- Schedules and coordinate professional services to:
 - Conduct semi-annual maintenance on HVAC systems and check,
 - Conduct semi-annual scheduling for carpet cleaning,
 - Conduct Pest monitoring and control, as needed,
 - Reduce and redirect and illegal campouts / illegal dumping on the property;
- Oversees basic facilities (such as water and heating) insuring they are well maintained; and,
- Scheduling parking lot re-striping as needed.

Regular Facilities & Cleaning Responsibilities

- Maintains cleanliness, presentation, and preservation of building; does touch-up cleaning in prep for services and mid-week programming; cleans carpeted floors and chairs throughout the building, spot cleaning and replacing carpet tiles as necessary; shampoo / clean chairs and stains from spilled drinks in sanctuary and lobbies;
- Manages and maintains inventory of cleaning supplies, toiletries, electrical and general maintenance and landscape supplies; participates in and supports Sr. Director of Operations in managing budgets and ensuring cost effectiveness.
- Manages and conducts minor repairs on and around the buildings, on furnishings and equipment as able and requested: maintain routine maintenance on the scissor lift, maintain the water level in batteries; research and schedules licensed and professional assistance on major repairs (electrical, drywall, plumbing, etc.); check and change batteries in clocks;
- Supports in maintaining exterior landscape (mainly watering plants);
- Coordinates the set up/take down of tables and chairs for special events as requested; setup and teardown of baptismal tank for baptism Sunday;
- Routinely cleans exterior and interior windows;
- Routinely cleans debris from roof and gutters; and,
- Keeps storage rooms and utility closets organized, clean, and accessible.

ADDITIONAL REQUIREMENTS

- 2+ years general knowledge of maintenance methods, operating requirements, and safety precautions related to facilities management or equivalent training.
- Must possess a vibrant and growing faith in Jesus Christ and committed to becoming a member of Quest upon hire.
- Must be a well organized, detailed oriented self-starter.
- Knowledge of OSHA and other environmental regulations.

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 stand for long periods of time and may have to reach with hands and arms, stoop, kneel, crouch, and crawl.
- Able to lift/move/operate objects up to 90 pounds (including ladders) and push/pull carts with force.
- This position requires work in both indoor and outdoor settings and may be subjected to adverse weather conditions.

HOURS, COMPENSATION, AND BENEFITS

Full-Time: 32-40hrs/wk - Non-exempt; Flexible schedule

Compensation: \$25hr + Full Medical, Dental, and Vision Benefits

ACCOUNTABILITY & COMMUNICATION

The Facilities Maintenance Technician reports directly to the Sr. Director of Operations

APPLICATION INFORMATION

Position open until filled. Please email a cover letter, resume, and at least three references to hr@seattlequest.org.