

PERSONNEL DESCRIPTION: Facility Associate (PART-TIME)

PERSONNEL CLASSIFICATION: Ministry Support Staff

JOB DESCRIPTION:

The Facility Associate is responsible for building and grounds ongoing maintenance, and repairs of all campus buildings. Depending on the type of work to be done and on the incumbent's own qualifications, they are expected to perform minor repairs themselves and/or arrange for church volunteers or custodial staff to do so. The Facility Associate makes recommendations to the Facility Manager on major repair and preventive maintenance needs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Facility Duties
 - Identify maintenance or repair problems, conduct minor repairs as needed at all campuses
 - Work with volunteer crews on maintenance projects
- Grounds Duties
 - Work with volunteer crews for the maintenance and cleaning of the grounds and snow removal
- Other duties as assigned

RELATIONSHIPS:

- Reports to the Facility Manager
- Works in cooperation with staff in accomplishment of tasks

REQUIREMENTS:

- Basic working knowledge in the following areas:
 - Painting, plumbing repairs, carpentry skills
 - Experience with electrical wiring and repair
- Commitment to the mission and values of First Baptist Kettering
- Duties require irregular work hours based on the status of the facility and event usage
- Work includes local travel
- Working Conditions
 - Working environment will consist of both inside and outside
 - There may be significant discomfort due to temperatures, noise, dust, etc