



Job Description

Job Title: Facilities Technician
Department: Facilities
Reports To: Director of Facilities
FLSA Status: Hourly/Nonexempt
Salary Grade: Full-Time
Prepared Date: 2/2022

General description of work:

The Facilities Technician, under the supervision of the Director of Facilities, performs facility maintenance, renovation, and expansion projects. Working in a team environment, supports the vision, culture, and core values of the Long Beach Rescue Mission into the Facilities Team.

Essential Functions:

- Must have an eye and be accountable for facility safety, ongoing maintenance and cleanliness, and preventative maintenance.
- Be safety minded when working
- Must have a basic concept or knowledge to perform minor electrical, appliance repairs, plumbing, framing, patching, painting, gardening and preventive building maintenance
- Ability to perform non-structural and minor structural repairs operating power tools and equipment
- Possess a basic understanding of building, structures, soils/foundations, framing, building envelope, roof/truss systems, and enclosed spaces, and how the distribution of utilities, such as gas, water, electrical supply and HVAC systems operate within
- Knowledge of basic building materials and fasteners
- Some understanding of construction documents and manufacturers' instructions, how to write up a job scope with subtasks.
- Maintains courteous, high quality customer service toward Mission staff, outside vendors, volunteers, and Mission program participants.
- Works closely with the staff, program participants, and volunteers to maintain cleanliness, perform preventative maintenance, renovation, and expansion of Mission facilities and properties.
- Must be able to work some nights and respond to emergency calls when needed.
- Other duties as assigned

Knowledge, Skills, and Abilities Required:

- Must be highly skilled in organizing, prioritizing, and accomplishing ongoing and preventative maintenance.
- Must be able to establish and maintain positive, effective working relationships with volunteers and trades people to develop effective pool of workers to call upon as needed.
- Must have a minimum of one year work experience in facilities maintenance
- Must be skilled in and comfortable working in, a collaborative team-leadership environment.
- Must have ability to anticipate and assess maintenance needs.
- Must have ability to effectively handle multiple tasks as assigned
- Must be able to lift and carry items weighing up to 50 lbs.
- Must be able to stand, walk, lift, and bend during hours of scheduled shift
- Valid Driver's License required, clean DMV record; Class B Driver's License a plus.

Personal Attributes and Values:

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him
- Be a consistent witness for Jesus Christ
- Exhibits spiritual maturity as defined by evangelical biblical standards

- Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Possesses and demonstrates excellent integrity

In any position with the Long Beach Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Long Beach Rescue Mission services.

Education and/or Certification: High School diploma and related transferable education and/or certifications and training, and increasing experience and responsibility required.

Supervisory Responsibilities and Relationships: Works with New Life Program members as they perform work therapy assignments in the facilities. Also helps participants build confidence and gain stability through practical work experience. Reports to and is evaluated by the Director of Facilities.

Requirement: Long Beach Rescue Mission is a 501(c)(3) non profit, evangelical Christian Ministry; as such employees must share the Mission's Statement of Faith and Lifestyle, and adhere to the Mission's employee policy manual and guidelines set forth by the CEO. This position requires a Conflict of Interest Statement.

My signature below acknowledges that I have read and understand the job description listed above:

Signed: _____ Date: _____

Print Name: _____