

Title: Eve Facilities Technician
Department: Facilities
Date (Revised): <i>Revision Date: 5/5/26</i>

Purpose/Position Overview:

This position will serve as a PART TIME staff person on the Facilities Custodial Maintenance team

Spiritual Requirements:

1. Affirmed and approved by First Baptist Church as a recognized member and leader of the church body.
2. Willingly submits to the First Baptist Church Membership Commitment and all other commitments as taught in the Next Steps Class.
3. Committed to Love God and Love People, and encourage others to do the same.
4. Meets character/spiritual qualifications of a Spirit-empowered, Gospel-centered, relationally-invested church leader.
 - a. Above reproach (I Tim. 3:2; Titus 1:7)
 - b. Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
 - c. Knows how to lead and how to follow (Titus 1:6)
 - d. Ministers to his/her family (I Tim. 3:4; Titus 1:6)
 - e. Able to communicate the Word of God to others and give instruction in sound doctrine (Titus 1:9; Heb. 13:7)
 - f. Good reputation with outsiders/non-believers (I Tim. 3:7)
 - g. Full of the Spirit and wisdom (Acts 6:3)

Team Commitment

To support *Unity (Homothumadon)* within our team (Acts 2:46; 4:24; 5:12; 8:6):

1. I will focus my ministry on the **Mission** of FBC: To Love God and Love People as we Glorify Him with a lifestyle of worship, Grow in our relationship with Him, Serve others, and Share God's Story.
2. I will focus my ministry on the **Purpose & Vision** of FBC: To magnify God's glory at the return of Christ by seeing tens of thousands from our church family of all nations standing ready before Christ.
3. I will focus my ministry on the **Strategy** of FBC: Disciples are made in the context of missional communities and authentic relationships. Missional communities are nurtured in five environments - large, medium, and small gatherings, individual time with God, and our global focus.
4. I will invest my **Resources** in FBC: Realizing our common mission, purpose, vision, and strategy requires that we generously invest our personal, God-given time, talents, and treasures in the work of First Baptist Church of Eugene.

General Areas of Responsibility

- Maintain the facility's cleanliness
- Maintain the facility's mechanical systems
- Help maintain a security presence
- Supports Hospitality needs for internal and external groups
- Set up rooms for classes/programs/rentals

Specific Duties and Responsibilities

- Clean, dust, mop, vacuum, sanitize, wash to maintain the cleanliness and appearance of the facility
- Set up chairs, tables, resources for classes/rentals
- Clean windows and blinds
- Stock custodial/Hospitality carts as needed
- Perform minor repairs and maintenance on facility as assigned by facility director
- Report building problems to Facilities Director
- Assist with inventory control and stock levels
- Report repairs required of facilities equipment
- Safely operate all vehicles and other job-related equipment
- Work with vendors and contractors as assigned
- Understand HVAC system usage and procedures
- Open/secure door access to interior spaces and exterior entries
- Turn the security system on/off. Understand alarm procedures and responses
- Assist with security procedures as needed or assigned
- Attend to building emergencies as needed

Special Knowledge/Skills Required

- Basic Computer Skills
- Proficient use of smartphone
- Lift/ Push/ Pull 50+lbs
- Work at height from Scaffolding/Ladders
- Able to maintain an average level of physical exertion
- Unrestricted Drivers License

Education/Experience/Desired

- High School Diploma or equivalent
- Experience in Facilities Maintenance or Operations

Directly Reports to

- Facility Director

Terms of Employment

- Agree to abide by all policies and procedures as outlined in the Employee Handbook
- The hours of this position are as follows: **2pm-9pm (25-29 weekly hours)**
- Typical work week is: **Monday - Thursday**
- Hours outside of regular schedule may be required as needs of the organization require



Signature of Employee

Date

Signature of Supervisor

Date

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.

