

Facilities Technican Job Description
First Presbyterian Church Fort Worth



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| Position: | Maintenance Technician | Reports To: | Facilities Manager |
| FLSA Status: | Non-Exempt | Schedule: | Full-time, 40 hours: Mondays- 8a-6p, Tuesdays- 8a-4p, Wednesdays- 8a-8p, Thursdays- 8a-6p, Fridays- 8a-3p. Some weekends may be required. |
| Location: 1516 Hemphill St., Fort Worth, TX 76102 and as needed at 1000 Penn St., Fort Worth, 76107 | | | |

To apply, email your resume to HR@fpcfww.org

Opportunity:

First Presbyterian Church Fort Worth, established in 1873, is a vibrant source of faith, community, and service for people from all walks of life. With over 1600 members, we offer dynamic worship, outreach programs serving 1,000 neighbors weekly, and early education for children up to 5 years old. Known for our inclusive and caring environment, we are considered by many as the best place to work. Our culture is differentiated by our people-first approach, commitment to serve our community, and our unmatched total compensation packages.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Perform routine inspections, maintenance, and repair of all exterior and interior facilities and equipment which includes, but is not limited to carpentry, painting, HVAC, electrical, plumbing
- Maintain the facility grounds, including ensuring outdoors are clean, safe, and aesthetically pleasing; power washing; and cleaning walkways and parking areas
- Responsible for all facility-related issues, such as ensuring building security, assisting with setup and breakdown for events, cleaning restrooms daily and overall housekeeping (3+ days a week), and preventative maintenance of First Pres building and equipment
- Monitor and report inventory levels of supplies and equipment necessary for the maintenance and operation of the facility
- Keep Crossroads free of unsafe conditions and inform supervisor of problems that cannot be immediately corrected
- Maintain tools and equipment in optimum working order through required preventative maintenance
- Load, unload, verify delivery receiving documentation, and route deliveries to final destinations within the building numerous times each day
- Notify the Facilities Manager of any needed repairs or replacements of fixtures or equipment
- Follow all safety protocols and use products and equipment according to the manufacturer's instructions
- Embody and uphold the organizational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

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Essential Requirements:

Education & Experience

- Experience utilizing generally accepted construction and repair procedures and materials used in the areas of carpentry, painting, plumbing, electrical, heating, ventilation, air conditioning, and related trades
- Any combination of education and/or experience equivalent to completion of high school and two (2) years of progressively responsible experience in building maintenance
- Must have a valid driver's license and an acceptable Motor Vehicle Driving (MVR) record
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Ability to use basic math and read a measuring tape
- Ability to read and interpret plans, specs, instructions, and blueprints in English
- Ability to prioritize and dynamically rearrange their daily schedule in alignment with the evolving calendar of activities
- Ability work independently with minimal supervision, follow verbal and written instructions in English, adhere to process protocols, and apply established protocols in a timely manner
- Ability to work collaboratively in a team environment
- Attention to detail and a commitment to maintaining high standards of customer service
- Maintain a neat and tidy working environment
- Intermediate English communication skills are required to effectively understand and follow directions and positively interact with church staff and congregants
- Ability to engage in problem resolution, assess the situation objectively, and potentially manage unexpected emergent situations with composure
- Bilingual in Spanish is a plus
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- This role is crucial in ensuring all facilities are safe, functional, and well-maintained to provide a hospitable atmosphere for all visitors, neighbors, volunteers, and staff; and therefore, punctual and daily onsite attendance is required. This position may work on weekends (Saturdays and/or Sundays) and may work overtime as needed.
- Constant movement throughout buildings, properties, and levels, and ability to frequently stand, walk, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and lift up to 50 pounds regularly using proper lifting techniques.
- Ascend or descend ladders, stairs, scaffolding, ramps and the like using feet and legs or hands and arms
- Digital dexterity is required to reach items with hands and arms or operate hand and power tools, such as a manual pallet jack
- Visual acuity to perform activities, such as hazard identification; counting; or reading schedules, instructions, or a tape measure
- Must hear with aid, converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments

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- Ability to operate equipment or power tools commonly used in general cleaning/maintenance and work safely around moving machinery
- The work environment is primarily indoors with frequent, intermittent outdoor activities in varying weather conditions
- Frequent exposure to bodily fluids, illness-causing bacteria and viruses, dust, cleaning supplies, or other particles are expected. May be exposed to slippery or uneven walking surfaces
- Must adapt to workplace stressors like noise, emergent situations, and competing priorities while maintaining the safety and cleanliness of the facilities
- Ability to drive and travel between our two locations (Penn St. & Hemphill St.) as needed

Team:

The First Pres team is inclusive and diverse, valuing empathy, diversity, compassion, and collaborative contributions. Our dynamic environment promotes growth, collaboration, and mutual support.

We are proud to be an equal opportunity employer that promotes an inclusive work environment in which all people authentically belong. We are interested in every qualified candidate who is eligible to work in the United States; however, we are not able to sponsor visas. All qualified applicants will receive consideration for employment without regard for one's race; color; sex; national origin; age; pregnancy, childbirth, or related medical condition; military/veteran status; marital/domestic partner status; physical or mental disability; medical condition; religion or religious affiliation, except where determined to be a bona fide occupational qualification; sexual orientation; gender; gender identity or expression; genetic information; ancestry; or any other category protected by applicable federal, state, or local law.

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at \$17.00, paid on a semi-monthly basis. As a mission-based organization, we believe in supporting our employees through an amazing benefits package.

Full-time employees of First Presbyterian Church and Community Crossroads are immediately eligible to participate in our robust benefits package on day 1! First Pres provides our employees with **FREE** life, AD&D, and long-term disability insurance. **FREE** Health insurance is offered to employees and eligible dependents. Additional voluntary benefits are optional, such as dental, vision insurance, or short-term disability, at a low cost to employees. Beginning their first month, First Pres automatically contributes 10.5% of the employee's earnings to a retirement plan regardless of the employee's elections.

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By signing below, the employee confirms understanding and acceptance of the job description, which may change without notice and may include unlisted duties at the organization's discretion.