



WASHINGTON CITY

CHURCH OF THE BRETHREN

Seeking justice, wholeness, and community through the gospel of Jesus

FACILITY MAINTENANCE TECHNICIAN

PURPOSE

The Facility Maintenance Technician serves as support staff to the church ministry, by ensuring a welcoming building environment and managing the maintenance of the church building and grounds. The Facility Maintenance Technician supports the leadership, worshiping community, building users, and guests of the Washington City Church of the Brethren. This is a *part-time* hourly position (with an expected range of 5-10 hours per week, paid hourly) with some benefits. This position is on-site, typically during business hours.

Washington City Church of the Brethren is a Christian congregation in the Historic Peace Church tradition of the Church of the Brethren. We have been in the Capitol Hill neighborhood of Washington, DC since 1899. Our congregation's mission is to focus on following Jesus in peacemaking, service, and simple living. Recent ministry has focused on welcoming our newest neighbors seeking asylum in the United States, arriving from the southern border. Our congregation supports social action, peacemaking, and active nonviolence strategies for social change. We describe our congregation's ministry as "seeking justice, wholeness, and community through the gospel of Jesus."

ACCOUNTABILITY AND REPORTABILITY

This position reports to the Director of Operations

ABILITIES, SKILLS, KNOWLEDGE

This position requires a friendly self-starter who works well with others and with minimal supervision. This position also requires the ability to:

- Manage time and priorities effectively, under occasional deadlines (such as an urgent repair need)
- Proactively initiate, assess, and address building needs, for all facilities and other building users
- Collaborate with other building users and church staff to determine mutually agreed upon priorities
- Communicate effectively in writing and verbally, both in person and by phone
- Receive and follow up on tasks via email and Asana
- Organize and maintain organizational files, documents, such as vendor proposals for building maintenance or repair (digital and some paper)
- Work well with a variety of people
- Conduct basic research online and be comfortable using Microsoft Word, Microsoft Excel, Google Drive, and Asana.
- Maintain confidentiality of personal and sensitive information

RESPONSIBILITIES

1. Serve as the primary repair and maintenance technician for the congregation for repairs and maintenance, collaborating with licensed vendors as necessary
2. Support Director of Operations with building use and maintenance to create a welcoming environment for those using the building
3. Professionally represent the church in all activities and in interactions with building guests and stakeholders
4. Respond to requests for building maintenance
5. Ensure all facilities are in compliance with regulatory requirements and in proper working order
6. Support the Director of Operations with contractors needed for building inspections, maintenance, repairs, and cleaning
7. Maintain facilities in optimal condition by monitoring maintenance condition of the church facilities

SPECIFIC DUTIES

The Facility Maintenance Technician maintains the building and grounds in safe and respectable condition by monitoring operations, systems, and utilities, while overseeing cleaning, licensing, and maintenance. Specifically, this position is responsible for the following:

- Conducting basic maintenance or repairs as needed
- Collaborating with church leadership to address the church's priorities for building maintenance or repair in a timely manner
- Assisting the Director of Operations with repair project management and vendor selection
- Supporting the Director of Operations renovation projects for building spaces
- Making repairs as needed and requested by the Director of Operations
- Inspecting the condition of the church facilities weekly
- Collaborating with the Director of Operations to ensure all space within the church facilities are in proper working condition, consulting with contractors as needed
- Maintaining rain barrels
- Winterize church exterior property as necessary
- Keep facilities painted as needed
- Assisting with organizing spaces and furniture, as required

ADDITIONAL TASKS AND RESPONSIBILITIES

The Facility Repairs Consultant may be asked to complete additional one-time or occasional duties not explicitly listed in this document.

AT-WILL EMPLOYMENT

WCCOB employees are "At-Will Employees" subject to the Washington D.C. Labor Laws for "At-Will Employment Doctrine".