

Hope Community Church Role Description

We are a family that loves God, follows Jesus & shares hope.

Job Title: Facility and Maintenance

Direct Supervisor: Facility Manager

Ministry Director: Director of Finance and Operations

Direct Reports: N/A

Role Summary:

Maintenance employee will inspect different equipment and perform any basic repairs or preventative maintenance when required. To do well in this role you should have previous experience in maintenance, be highly skilled with various hand and power tools, and is helpful to have the basic knowledge of reading blueprints and repair manuals.

Foundational Responsibilities:

- Connect people to the family of God, helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by ensuring they are cared for, supported, and encouraged.

Role Specific Duties:

- Live out your faith authentically and be accessible to help make disciples.
- Engage in the community intentionally to build trusting relationships.
- Leave time in your week to intentionally connect with a different family.
- Ensure that families and teams are regularly communicated with in a way that keeps them connected to the family of God and helps them grow toward maturity in Christ.
- **Equip:**
 - Identify and invite leaders to be a part of a team who loves God, follows Jesus, and shares hope together.
 - Establish them with training, resources, and opportunities to grow in ministry ownership and maturity in Christ.
 - Quickly empower leaders to invite and develop teammates who they can connect, equip, and shepherd.
 - Celebrate growth and provide opportunities to expand wisdom and impact in your leaders.
- **Shepherd:**
 - Model and encourage sabbath, prayer, spiritual growth and stewardship/generosity among team members and families.
 - Model a culture of shepherding within the team to ensure every member and family feels known, cared for, and supported.

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- Check in and show radical care, praying for and making helpful connections for leaders and members who need more support.
- **Primary Duties:**
 - Conduct routine inspections of premises and equipment.
 - Perform preventative maintenance
 - Handle basic repairs
 - Light to medium construction projects
 - Patching, priming and painting walls
 - Help oversee contractors when professional repairs are necessary
 - Troubleshooting mechanical issues and correcting them if possible
 - Monitor fuel tank levels in various equipment
 - Maintain propane tank levels for outdoor heaters, grills and the baptismal
 - Perform emergency light tests and elevator recall
 - Maintain filters, appearance + chlorine in baptismal
 - Assembling/installing furniture, chairs + shelving
 - Maintain batteries on lift
- **Maintenance work requirements:**
 - High school diploma or general education degree (GED)
 - Skilled in the use of hand and power tools
 - Ability to check blueprints, repair manuals, or part catalogs as necessary.
 - Strong organizational and follow up skills
 - Attention to detail
 - Maintain clean and safe environment throughout projects
 - Professional attitude
 - Ability to work efficiently independently
 - Ability to work collaboratively with a team
 - Strong time management skills
- **Other Duties and Responsibilities:**
 - Ordering Janitorial supplies
 - Stock for repairs, lighting and general everyday supplies
 - Use of eSpace for fielding and maintaining work orders
 - Review meeting spaces on eSpace to confirm maintenance work will not interfere with meeting or events
 - Maintain inclement weather supplies
 - Maintain supply closets
 - Keep MSDS book current
 - Help with room set up and tear down
 - Filling in as needed for other FAC/SAF staff

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- **Physical Requirements of this role:**

- Occasional lifting or moving of materials in difficult work positions.
- Ability to lift over 50 lbs. On a regular basis. Heavier weight as needed (with help)
- Working on and climbing ladders
- Ability to lift, reach and move materials and boxes onto shelves sometimes above the shoulders

- **Preferred skills and abilities:**

- Good communication and interpersonal skills
- Self-motivated, able to work with or without direct supervision
- Willingness to help other ministry teams as needed
- The ability to understand and follow specific instructions
- Willingness to learn new things and adapt

Collaborative Responsibilities:

- Work closely with campus staff and team leaders to build relationships with families and support their spiritual growth.

Core Competencies:

- Relational and genuine interactions with
- Strong organizational and administrative skills.
- Talent for connecting gifts with opportunities and appreciating team members.
- Ability to prioritize people over process—being present in the moment, attuned to situational needs, and willing to flex to ensure people feel seen and cared for.
- Competence in creating and documenting processes for smooth ministry operations.
- Ability to model and teach spiritual disciplines.
- Working proficiency in Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.)

Qualifications and Requirements:

- A strong personal faith and dedication to the church's identity, beliefs, and values.
- Affirm and support the statement of faith of Hope Community Church.
- Experience in hospitality or a related field.
- Proven leadership and team-building abilities.
- Ability to collaborate with a team and engage with the broader church community.
- Four-year degree or equivalent work experience preferred.



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Expectations:

- Regular attendance, engagement, and support of the weekend gathering.
- Commitment to growing spiritually and intentional effort to disciple others.
- Model missional living and actively engage others to build missional community.

Work Environment:

- Active participation in all-staff, campus, and ministry team meetings.
- Regular interaction with team members, families, and church staff.
- Abide by and support HR policies and abide by all budget allocations.
- Able to lift 25 pounds.
- Other duties as assigned.

Employee Signature

Date

Supervisor Signature

Date