



Job Title:

Facilities Operational Technician

One-Line Job Description:

To create a clean, organized, working and safe environment for guests to feel welcome and invited by executing a wide range of tasks and procedures, supporting overall Campus Management including events, meetings and services, coordinating building space allocation and use, and performing maintenance tasks or support based on ability.

Reports to:

Facilities Manager - Valencia

Responsibilities:

- Follow, complete and document a daily/weekly detailed task list plus specialized checklists for certain events or services
- Supervise key contractors responsible for larger systems and areas such as HVAC, Landscaping and Elevator Systems
- Assist in storage space management and supply management
- Manage Receiving and Distribution efforts for deliveries and resource transfers
- Assist in Campus Management processes related to Events, Meetings, Service Times, Room and Resource Allocation
- Oversee end-of-day lock up policies and procedures
- Execute and/or help oversee minor to intermediate maintenance requests and construction projects throughout week
- Support development of Best Practices regarding Maintenance and Systems support
- Any additional duties as requested

Requirements:

Two years of Facilities or Event Management Support within a facility; 1-2 years of Maintenance or demonstrated skills; ability to lift 40 pounds; pushing, reaching and standing; computer and technology capable

Work Schedule:

5 days/nights per week; A flexible work schedule supporting Monday-Sunday operations

40 hours/week

Full-time, Non-exempt

My signature below indicates that I have read, understand, and acknowledge receipt of this job description. I am able to perform the essential functions as outlined. If I have any questions about job duties, I may contact my immediate supervisor or Human Resources. The information contained in this job description may be amended from time to time according to the needs of Real Life Church.

Employee Signature _____ Date _____