

# FRIENDS CHURCH

## FACILITIES MAINTENANCE MECHANIC FULL TIME, NON-EXEMPT

### JOB PURPOSE

To serve the church by providing general maintenance services to church buildings and grounds, including church multi-site campuses.

### ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Performs all levels of routine repairs and maintenance within the facility involving carpentry, concrete, electrical, masonry, landscape, painting, plastering and plumbing.
- Troubleshoot and complete repairs to building service equipment, utilities and personal property (electrical, water, waste, heating and air.)
- Assures work is completed in a timely and high-quality manner.

### Additional Functions

- Participate in all-church Group Life series as requested, minimum once a year.
- Keep current in related field.
- Attend and participate in all staff Friends Church staff meetings, events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed

### QUALIFICATIONS

**SPIRITUAL:** Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

**EXPERIENCE, EDUCATION AND LICENSURE:** 5-6 years experience in the following trades: carpentry, electrical, plaster, mason cement finishing and painting. In addition, must be able to read blueprints, drawings and interpret sketches. Must be able to use hand and power tools.

### KNOWLEDGE AND SKILLS

**SKILLS:** Basic carpentry, general mechanical, plumbing, pipefitting, and electrical tools and materials of the above trades. General familiarity with plumbing and electrical code requirements and trade practices is necessary. Strong customer service skills. Working knowledge of Facility Management software and Microsoft Office software.

**ABILITY:** Ability to read assembly diagrams, manufacturer's drawings and blueprints. Ability to follow instructions and function as a team member. Ability to complete tasks in a timely manner. Ability to communicate and deal effectively with others. Strong leadership ability. Ability to work nights, weekend, and holidays, if requested.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to use hands to handle or feel and reach with hands and arms. The employee is required to stand, bend, kneel and walk. The employee must occasionally lift and/or move up to 60 pounds

**WORK ENVIRONMENT:** *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. Environment is outdoors and indoors and can be dusty and dirty. Frequently exposed to the possibility of cuts and bruises.

To apply, send your cover letter and resume to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church).