



Christ Journey Church is looking for a Facilities Special Project Manager. If interested, please submit a cover letter and resume to Careers@ChristJourney.org.

Facilities Special Project Manager

Position Role: Performs a variety of work in the general maintenance and repair of buildings facilities, equipment and grounds.

Level: 6

Supervised by: Director of Facilities

Supervises: Campus Custodians

Spiritual Gift(s): Service

Core Competencies: Desire to serve and teach others

Spiritual Attributes: Christ-Centered or Close to Christ Living as demonstrated by the full participation in a local church

Intended Outcomes:

1. Preventive maintenance requirements and practices
2. Repair and restoration of building facilities, equipment and fixtures, including but not limited to carpentry, plumbing, electrical and limited air conditioning work.
3. Maintain an efficient, clean and welcoming facility.

Tasks and Responsibilities:

- Identify building maintenance needs, prioritize work and take corrective action.
- Be a self-starter and work independently in the absence of supervision.
- Perform preventative maintenance on buildings including but not limited to skilled carpentry, electrical, painting, plastering, dry walling, plumbing, limited air conditioning and mechanical repair work, door hardware, keying, and lighting.
- Repair electrical switches, outlets, lighting systems and fixtures.

- Intermediate level plumbing work including the installation, repair and replacement of plumbing fixtures including sinks, toilets, faucets, water heaters and pipes; clear obstructions from water and sewer lines.
 - Operate maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, generators, and various hand tools required for carpentry, plumbing, and maintenance skills.
 - Actively participate in the positive development of other facilities maintenance team members and the development of technical knowledge of the team.
 - Establish and maintain professional and cooperative working relationships with those contracted in the course of work.
 - Maintains open communication on all facilities matters with Executive Director of Finance.
 - Create Maintenance Procedures
 - Operate with a high level of personal organization
 - Other tasks as assigned.
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Education required: High School Diploma or Trade school.

Experience required: Any combination of education, training and experience which demonstrates ability to perform the duties and responsibilities listed.

Computer Literacy: Basic computer knowledge and Google Sheets is a must.

Note: Not all listed tasks are inclusive of all the duties needed to be performed.
Emergency on-call work may be required.