

Facility Maintenance Personnel

This individual will be responsible for planning, prioritizing, scheduling, performing, and supervising maintenance activities for Bridge Pointe Church's facilities and grounds to ensure a safe, clean, and smoothly functioning campus. This position will also focus on minimizing operational costs and protect the organization's investment in buildings, equipment and materials.

Facilities Personnel Duties

- Regularly examine Bridge Pointe Church's buildings and campus for needed repairs and maintenance, with an eye towards safety.
- Prioritizing and respond to requests for repairs.
- Procure materials and tools needed for basic maintenance and repair.
- Perform minor facility repairs that do not require an outside contractor.
- Solicit, schedule, and manage outside contractors for projects that require more specialized skill as need.
- Proactively plan and schedule regular maintenance projects such as painting, electrical upgrades, gutter maintenance, fire extinguishers, renovations or improvements, etc. as needed.
- Manage spending within established budget limits that includes maintaining financial and related records.
- Oversee work of contracted custodial and landscaping companies.
- Coordinate annual inspections and prepare facility in advance by coordinating with inspectors and church leadership.
- Follow-up on any citations in a timely manner.
- Manage the inventory of tools and maintenance materials.
- Coordinate and assist with the movement of furniture, and room setups as needed.

Qualifications and Skills

A minimum of 5+ years in facilities maintenance.

Excellent interpersonal skills and ability to be collaborative and work with church leadership to solve problems and provide high quality customer service.

Ability to work independently with little oversight

Job Type: Part-time (24 hours per week) reporting to a designated full-time ministry staff person with a 90-day probation period.

Interested candidates should submit their resume to info@bridgepointe.life