

Job Title: Facilities Specialist
Hours: 40 hours per week
Salary: Competitive, based on experience



JOB SUMMARY

Responsible for the general maintenance of the church property—overseeing facilities, systems and equipment, landscaping; setting up for various gatherings on our campus; and supervising church custodian. Ensure all infrastructure is in good working condition, safe, clean and attractive.

EXPECTATIONS & COMMITMENTS

The Facilities Specialist will support the disciple-making vision, mission and ministries of Oakdale Church; continue to grow professionally, personally and spiritually; and reflect Oakdale’s culture by living and modeling the highest level of moral integrity and faithfully participating in the life of our church family.

As part of our journey together, we expect the Facilities Specialist to uphold our Leader Commitment (shared with candidates at interview stage), as well as the following staff commitments:

- Value the disciple-making vision and mission of the church as a priority.
- Believe the best and speak well of fellow staff, loving one another as Christ loves us.
- Maintain a sense of unity and community within the staff and church family.
- Be intentional about keeping other staff informed about things that affect the entire team.
- Meet regularly with supervisor to set and evaluate goals for professional and personal development and take advantage of training and continuing education opportunities.
- Respect and uphold matters of confidentiality.
- Attend and participate in weekly staff prayer time and meetings.
- Follow policies and procedures as outlined in the Oakdale Church Personnel Policy Manual.

ESSENTIAL RESPONSIBILITIES & TASKS

This position is a critical part of our church operations, and the Facilities Specialist must be both reliable and flexible regarding work hours—with the understanding and acceptance that some ministry activities happen on short notice and require quick turnaround, while others can be scheduled and prepared for in advance.

Qualifications & Requirements

- Demonstrate a servant’s heart and teachable spirit.
- Be self-motivated and able to work independently to produce results on a timely basis.
- Be organized, able to set priorities, and accountable for time and expenses.
- Demonstrate a passion for excellence, cleanliness, and attention to detail.
- Possess the knowledge and skills needed to fulfill the assigned responsibilities.
- Work a flexible schedule, including weekends.
- Manage multiple projects and work assignments at a given time. The ability to interact positively with a variety of people and personalities.
- Coordinate groups of volunteers and oversee their work on specific building and grounds projects.
- Perform routine maintenance, including carpentry, electrical, plumbing, HVAC systems
- Set-up/take-down for ministry activities, on our campus and occasionally out in the community.
- Become familiar with all aspects of the facilities and heating/cooling systems.

- Know state and local building and property maintenance codes, as well as state Fire and Life Safety Codes. Committed to maintaining the buildings in accordance with state and local codes and ordinances. Test fire alarm system monthly and keep results log.
- Meet with health dept. inspectors to ensure the kitchen is in compliance with applicable regulations.
- Provide helpful input on supplies—brands, inventory status, and orders—to Operations Manager.
- Work with Operations Manager to develop clear and simple written instructions for routine usage and maintenance of the building.
- Maintain campus grounds—including landscaping, mowing, raking, pruning, tree trimming, trash, litter and debris removal.
- Perform handy-man and light carpentry projects.
- Understand Oakdale’s heating and cooling systems, plumbing, elevators, electrical, landscaping, and tools both inside and outside of our buildings.
- Manage building security.
- Be available in case of emergencies with our facilities/campus.
- Work with Operations Manager to plan the yearly budget for maintenance and cleaning.
- Submit bills and requisitions for payment.
- Order needed supplies, such as light bulbs, sand, ice melt, keys, heating oil, etc.
- Conduct review of cleaning-service quality and billing hours.
- Carry a cell phone for emergency calls.
- Keep records of hours and work performed.
- Apprise the Operations Manager of projects/services completed, and other appropriate information.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and skills to perform electrical, plumbing, carpentry, air conditioning and heating repairs are essential.
- General construction and building maintenance skills.
- Familiarity with health and safety regulations.
- Ability to build teams and supervise their work.
- Good organizational and communications skills.
- Basic knowledge of computer systems, including Microsoft 365.
- Valid driver’s license and means of transportation.
- Genuine desire to serve the body of Christ at Oakdale.

ADDITIONAL RESPONSIBILITIES

- Perform other duties as assigned by supervisor, Senior Pastor or Governance Board.
- This position requires criminal justice fingerprint clearance and background and criminal record check.
- Most of the work in this position requires heavy physical activity. Some lifting of objects more than 50 pounds... and other activities related to facilities work will be required.

SUPERVISION

Operations Manager

BENEFITS

In accordance with Oakdale’s Personnel Policy Manual (*online*)