City Church Ministry Position Description

Ministry: Operations

Position Title: **Facility Maintenance Associate**
Employee: **OPEN**
Date: October 2026
Reports To: Facility Supervisor
Job Status: Full-Time Non-Exempt
Classification: Support Staff

Primary Objective: To prepare and maintain church facilities and grounds to serve the ministries of CityChurch.

Key Job Responsibilities of this position include:

- Ensure all systems are safe and operational
- Ensure all facilities and grounds are kept operational in a cost-effective manner to preserve the buildings, grounds, utilities, systems, and equipment in their original or usable condition
- Ensure all facilities and grounds are aesthetically pleasing, properly cleaned, and prepared to meet operational needs for events and services
- Conduct regular checks of all facilities and grounds for proper functioning of equipment, furniture and fixtures and making repairs as necessary
- Assist in budget spending and keeping accurate maintenance records
- Provide on-site support during key services and special events
- Work with supervisor to improve procedures, facilities and event coordination
- Assist Facility Supervisor in coordination of staff and volunteers needed to accomplish the primary objective

*These duties are not exclusive and with consideration of your job requirements and other skills, the job description can be added to or taken away from at the discretion of your immediate supervisor.

Position Specific Competencies:

- Positive attitude, solution-oriented team player
- Knowledge of proper cleaning supplies and use for floors, counter tops, toilets, desks, baptismal pool etc.
- Self-motivation and flexibility with changing environment
- Effective communication skills
- Basic working knowledge of plumbing, carpentry, electrical repair processes
- Working knowledge of computers to including email and internet
- Able to lift up to 60 lbs
- Working knowledge of computers to include email and internet
- A heart for the lost and a passion to see all people believe and thrive in Jesus