

Foothill CHURCH

FACILITIES TECHNICIAN LEAD FACILITIES

OVERVIEW:

Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

ROLE SUMMARY:

The Facilities Technician Lead serves Foothill Church, Foothill Christian School, and Foothill Christian Preschool. This role manages the Event Set Up Team, oversees weekend and midweek event logistics, and performs general maintenance and minor custodial tasks. They ensure that event spaces, facilities, and equipment are well-maintained, clean, safe, and ready for use.

QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
- High School diploma or GED.
- Proven leader as demonstrated by at least two years past experience in developing teams, managing people, and creating systems.
- Two years or more past experience in maintenance and custodial work.
- Servant leadership.

ABILITIES:

- Strong organizational skills, able to prioritize, meet deadlines, and follow up on tasks.
- Thrive in fast-paced, changing environments.
- Collaborative team player, flexible, and communicative.
- Detail-oriented, trustworthy, discreet, and diplomatic.
- Lead by example, self-motivated, and disciplined to work independently.
- Adaptable to changing roles and responsibilities, capable of managing multiple projects.
- Personable, humble, and open to learning.
- Work with and lead a team.

KNOWLEDGE, SKILLS and DEMANDS

Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

Skills

- Positive attitude, strong communication skills, and biblical integrity in personal interactions.
- Use hand and power tools.
- Reading and preparing technical documents.
- Experience in custodial work and complex maintenance tasks (plumbing, electrical, etc.).
- Speak effectively in front of groups.
- Apply basic algebra and geometry.

- Possess and maintain a valid driver's license.
- Possess a vehicle that can be used for work purposes.
- Operate church vehicles, trailers, and equipment including "man-lift" devices.

Mental Demands

- Follow directions and procedures.
- Receive constructive criticism and design suggestions.
- Understand verbal and written instructions.
- Work cooperatively with others.
- Interpersonally agile; easy to approach, and talk to.
- Lead and communicate clearly with staff.
- Exercise good judgment and discretion.

Physical Demands

- Frequently lift and carry up to 50 pounds, and may be required to lift and carry more than 100 pounds.
- Frequently stand, sit, climb ladders, and walk. Use hands and fingers to handle, feel, and to operate various tools and equipment. Reach with hands and arms, stoop, kneel, crouch, crawl, repetitive motions. Push and pull objects. Talk, hear, taste, smell.
- See up-close, at a distance, distinguish colors, peripherally, and to adjust focus.

Environment

- Work near moving mechanical parts, in high places, with fumes and airborne particles, in both indoor and outdoor weather conditions.
- Tolerate noise and hazards of machinery, electrical currents, working on scaffolding and high places, man-lifts of various types, and exposure to chemicals and oils.
- Maintain a safe working environment.
- Perform duties in high heat or cold conditions.
- Work well with others in an environment where workspaces are open.
- Maintain safe and clean work conditions in the areas assigned.

Technologies

- Use a computer and a smartphone.
- Proficient with Google and Microsoft Platforms.

SPECIFIC DUTIES and RESPONSIBILITIES:

Event Setup and Teardown Management (Primary Focus)

- Lead and manage the Event Set Up Team including training, scheduling, and performance oversight. Assist in recruiting and hiring for the Event Set Up Team.
- Develop and implement systems for efficient event setup and teardown.
- Oversee weekend event logistics, ensuring proper setup and tear down for services and events, including opening and closing the campus.
- Manage Planning Center (PCO) requests for Saturday/Sunday church events.
- Coordinate weekly with the Connections Minister, Family Ministries Director, and Technical Engineer.
- Ensure shared spaces are reset properly between church and school use.
- Recruit and manage volunteers for event setup and teardown.
- Assist with midweek event setups, coordinating with ministry leaders.
- Move and transport equipment, furniture, and supplies (e.g., tables, chairs, portable stages, pipe and drape, lighting, tech equipment, and canopies) to accommodate event needs.

Facilities Technician and Maintenance Support (Secondary Focus)

- Perform general repairs and maintenance across church, school, and preschool.
- Independently complete work orders assigned by the Facilities Director.
- Install, repair, and maintain building equipment and systems as needed.
- Plumbing (including but not limited to): Repair or replace sinks, toilets, faucets, and pipes; clear obstructions using power and hand snakes.
- Electrical (including but not limited to): Repair or replace fixtures, switches, outlets, breakers, and wiring; install new electrical and communication circuits.

- Carpentry (including but not limited to): Repair and maintain floors, roofs, stairways, partitions, doors, windows, and furniture; operate hand and power tools.
- Painting (including but not limited to): Prepare surfaces, paint interior/exterior walls, ceilings, and cabinetry using brushes, rollers, or spray guns.
- Door and Window Maintenance (including but not limited to): Install or repair doors, windows, locks, and related hardware.
- Independently complete rental property maintenance, including inspections and general repairs.
- Assist with vendor oversight to ensure quality work by contractors.
- Maintain custodial supply areas and assist with custodial tasks as needed.
- Respond to emergencies (earthquakes, fire, flooding, alarms, etc.) and help ensure a safe environment.

Administrative and Compliance

- Ensure timely approval of staff time cards and reconcile purchases/invoices.
- Communicate and enforce Foothill Church policies with team members.
- Attend and lead staff meetings as required.
- Work with the School Superintendent, Preschool Director, and Executive Pastor of Operations when the Facilities Director is absent.
- Perform a variety of duties as requested by the Facilities Director.

REPORTING:

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- Reports directly to the Facilities Director.
 - Amenable to the Executive Pastor of Operations.

SHARED VALUES:

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
 - **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
 - **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
 - **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
 - **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

POSITION TYPE:

- Full Time.
- Regular.
- Non-Exempt.
- Administrative/Professional.

Schedule: Five days per week, including Saturdays and Sundays. The two days off may be flexible based on organizational needs. Holidays and evening hours may be required as needed.

Hours: 40 hours per week.

Pay: \$25.00-\$30.00

Benefits: Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information.