



## MISSION

We exist to help people find and follow Jesus.

# Facilities Specialist

Full Time | Non-Exempt | Valencia

## Job Summary

The Facilities Specialist plays a crucial role in the overall strategy, mission and vision, of RLC. The Facilities Specialist works with the team as a cohesive unit to support RLC and it's ministries. Under the management of the Facilities Manager, our team ensures our buildings and grounds are properly maintained and provide the best experience possible to those stepping on to our property.

While our team predominantly works behind the scenes, evidence of their service is seen everywhere. The Facilities Team provides care, maintenance, and upkeep for all our spaces and grounds. Every member of our team has a servant's heart and works collaboratively with the staff to do whatever is needed to support our ministries. The Facilities Specialists prepare our buildings and rooms for Sunday services and gatherings throughout the week. They ensure resources are properly cleaned, reset, and staged for the next events. Our team assists with janitorial duties, grounds maintenance, and building repairs and maintenance. The Facilities Specialist will need to be able to work independently and with others, always keeping safety a top priority. We are looking for a Facilities Specialist who can take initiative, thrive in a fast-paced environment, take direction from multiple people, and manage time well. Our ideal candidate will enjoy working in quiet and unseen ways, have a servant's heart, and be committed to providing outstanding customer service.

## PRINCIPAL ROLE & RESPONSIBILITIES

- Access our database to determine when and where events are taking place and work assignments
- Ensure locations for events are prepared to the requestor's specifications.
- Post event, ensure resources are properly cleaned, reset, and staged for the next event.
- Assist as needed with janitorial duties, including mopping, vacuuming, spot cleaning, and trash removal.
- Work on the grounds, including cleaning up the parking lot, sweeping, blowing leaves, and power washing entrances and walkways.
- Work on building maintenance and repairs, including but not limited to window washing, repair and patching holes, touching up paint, replacing lightbulbs, and polishing floors.
- Assist with preventative, corrective, and emergency maintenance projects.
- Practice safe work habits in compliance with CalOSHA.
- Model and help enforce COVID-19 safety protocols.
- Report all safety concerns or known violations to the Facilities Manager.
- Provide outstanding customer service by responding in a timely manner to requests for event information and changes to event specifications and resources.
- Develop and maintain positive working relationships by actively living out and championing our WE STATEMENTS.

- Additional duties and special projects as assigned by the Facilities Manager

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

**Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.**

#### Preferred Education and Experience

- Facilities maintenance or repair experience
- Experience working in the Customer Service industry
- Demonstrated ability working in a team environment
- Experience using common power tools

### **Spiritual Requirements**

- Abide and adhere to RLC's Statement of Faith Acknowledgement #1 and #2 as referenced on the application

### **Physical Demands and Work Environment**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Stand for prolonged amounts of time

- Walk, bend, twist, climb, balance, stoop, kneel, crouch, and crawl
- Stand for prolonged amounts of time
- Push 100 pounds
- Lift and carry 50 pounds
- Finger and hand dexterity to feel, handle, and operate objects, tools, or controls,
- and to reach with hands and arms
- Specific vision abilities required by this job include close, distance, color, and
- peripheral vision; depth perception, and the ability to adjust focus
- Must be able to work cooperatively and safely
- Drive