



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Facilities Assistant
Department	Facilities
Reports To	Facilities Coordinator
Position Level	5
Position Status	Part Time - Non-exempt (20 hours per week)

Job Purpose

The Facilities Assistant is responsible for supporting the buildings and employees of the Christ Lincoln Team. The Facilities Assistant will also be responsible for setting up for Christ Lincoln events. Additionally, this role with the Facilities Team will perform routine maintenance of equipment and vehicles. Furthermore, the Facilities Assistant will keep the facilities clean and safe for the public.

Duties and Responsibilities

- I. Support the buildings and employees of Christ Lincoln
 - A. Address needs of the location and employees using established service call procedures
 - B. Perform time sensitive maintenance
 - C. Collaborate with others to best serve the needs of the ministry
 - D. Interact through email, phone, Facility Maintenance Requests, and face to face
 - E. Establish and implement routine recycling pick up and disposal procedures
- II. Setting up for Christ Lincoln events
 - A. Set up and take down tables and chairs to facilitate ministry events
 - B. Follow established notification channels for calendars and janitorial vendors
- III. Perform routine maintenance of equipment and vehicles
 - A. Provide semi-skilled maintenance including, but not limited to rough and finish carpentry, painting, plumbing, tile setting, landscaping, small engine repair, electrical, HVAC and custodial.
 - B. Order supplies as required and in accordance with established processes.
 - C. Complete annual registration and licensing for Christ Lincoln vehicles along with routine maintenance
- IV. Keep the facilities clean and safe for the public
 - A. Exhibit excellence and improvements through visual inspections of the building and grounds
 - B. Remove hazards and address safety concerns immediately

Qualifications

- I. Knowledge
 - A. Microsoft Office programs and Google Suite
 - B. Customer service principles to handle inquiries and provide assistance to staff, members and visitors

- C. Clearly understand basic maintenance and repair procedures
- II. Essential Traits
 - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance
 - C. Positive attitude
 - D. Action oriented
 - E. Initiative to address concerns before larger issues arise
 - F. Commitment to excellence and upholding ethical standards
- III. Skills
 - A. Effective time management and multitasking skills
 - B. Exceptional proficiency in finding solutions to challenges
 - C. Proficiency in prioritizing and organizing tasks
 - D. Strong analytical abilities
 - E. Exceptional technical skills
 - F. Reading and interpreting maps, plans, diagrams, blueprints and specifications
- IV. Education
 - A. High School Diploma or GED required
 - B. Valid driver's license and reliable means of transportation is required and must be maintained

Physical Requirements

Comfortable use of a computer, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Manual dexterity and visual acuity are essential for efficient repairs and maintenance. Physical strength, stamina and mobility to perform a range of physically demanding tasks, including lifting heavy objects up to 50 lbs, operating tools and working in various positions. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors. The ability to work at heights, climb ladders and use aerial platforms safely is necessary along with capability to withstand extreme temperatures and weather conditions.

Direct Reports

This position is not a supervisor for any staff member; however will work with several volunteers in a supervisory capacity.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.



Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date