



Facilities Technician I (Part Time)

Cathedral of Hope is a religious institution in which religious considerations permeate all aspects of the employment relationship and govern the employee selection process. Employees in every position serve as role models for the sincerely held Christian values of Cathedral of Hope. Our mission is to reclaim Christianity as a faith of extravagant grace, radical inclusion and relentless compassion. *We are currently seeking an additional Part Time Facilities Technician at Cathedral of Hope!*

Job Title: Facilities Technician
Department: Administration
Reports to: Director of Facilities
FLSA Status: Part-Time, Hourly (Non-Exempt)
Prepared by: Human Resources
Prepared Date: May 24, 2017
Effective Date: May 30, 2017

Purpose:

The Facilities Technician I reports directly to the Director of Facilities and is responsible for maintaining the building environment and grounds by sustaining building; providing event set ups and tear downs, housekeeping, grounds keeping, and repair services of Cathedral of Hope. Cathedral of Hope (“CoH”) is seeking a part-time Facilities Technician I to work approximately 20 hours per week.

Primary Responsibilities:

The Facilities Technician I is responsible for the following functions:

- Follow daily cleaning and task schedule
- Reports all maintenance items to supervisors for repair
- Assists with repairs/maintenance items
- Change interior and exterior lighting
- Event/class setup and tear downs
- Walk exterior of property
- Be available for all events when scheduled
- Clean and maintain all linens
- Housekeeping
- Other duties as assigned

Working Relationships:

- Internal - CoH Staff, Members, Visitors, Volunteers, Boards and Committees
- External - Businesses, Vendors, Donors, Foundations, Community, Media

Work Environment:

This role requires great flexibility in hours available for work, including evenings and weekends, as well as secular and religious holidays. The employee should be in the office a sufficient amount of time for accessibility to the congregation and for regular communication with members of the church staff. The employee must assure sound and open communications between themselves, staff, and the congregation of CoH.

Education, Experience and Skills Required:

- A high school diploma or GED is preferred
- Operational experience preferred: ideally has 3+ years commercial building Technician experience.
- Knowledge of architectural, mechanical, electrical and plumbing systems.
- Certifications and/or licensing highly preferred
- Knowledge of Excel, Word and email highly preferred
- Exceptional time-management and organizational abilities
- Commitment to collegial and collaborative relationships with staff and lay leaders
- Adherence to the Church's By-Laws, policies and procedures
- Commitment to ongoing personal growth and development
- Demonstrated excellent interpersonal ability, problem solving, flexibility/adaptability, multi-tasking, communication, research, analysis and time-management skills
- Personal qualities of integrity, credibility, and commitment to the mission of the CoH

Location: Dallas, TX