

# FACILITIES SPECIALIST

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## Overview:

The Facilities Specialist role involves troubleshooting, performing minor repairs, responding to emergency calls for service, and performing scheduled ground maintenance depending on the season. Works closely with staff and the public to meet their ministry needs and resolves problems to ensure efficient and safe operations. This is a cross-functional position that assists with lighting maintenance, minor plumbing repairs, painting, demolition, product inventory, renovations, landscape projects, and custodial tasks as necessary to support daily operations.

## Employment Information:

This position is full-time, hourly, and non-exempt. Must maintain regular office hours and occasional weekend or evening hours. Specific scheduling of hours defined by supervisor. Salary is dependent on experience and skills.

## Reports to:

Facilities Director

## Responsibilities:

- Respond to maintenance requests from staff and ministry leaders in a timely manner.
- Troubleshoot and diagnose issues with electrical, mechanical, and plumbing systems.
- Ensure compliance with safety regulations and maintain a safe working environment.
- Maintain accurate electronic records of maintenance activities.
- Assist with supervising routine maintenance and inspections.
- Coordinate and supervise contractors for repairs and improvement projects as needed
- Coordinate and contribute to various remodeling projects as requested.
- Work hands on completing minor repairs involving electrical, mechanical, plumbing and various tasks.
- Direct the work of volunteer assistants as needed
- Assist, as needed, as a part of security response team.
- Assist, as needed, with custodial efforts.

## Qualities and Qualifications:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Eastbrook Church who supports and endorses the statement of faith, vision and core values.
- Desire to build and maintain positive, healthy, and cooperative relationships with other staff members and Eastbrook congregation, while demonstrating sensitivity to and respect for a diverse population
- Ability to work effectively in and around the public with a strong customer service orientation
- Ability to work under limited supervision and carry out oral and written directions.
- Desire to take ownership and prioritization of assigned areas and tasks to help ensure a positive Eastbrook experience.
- Knowledgeable in the following functional areas – carpentry, painting, operations and maintenance, construction, ground maintenance, technical training and safety
- Knowledgeable in the use of specialized equipment/machines and the ability to use both power and hand tools and methods of safe work practices.
- Work safely with and knowledge of proper use, handling and disposal of pesticides and a wide range of chemicals according to state and federal regulations
- Ability to perform physical activities such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Able to work under inclement weather conditions.
- Knowledge of methods of boiler maintenance, plumbing, and electricity is a plus.
- Possess a valid (Class D) Wisconsin driver's license with an acceptable driving record.
- Possess current CPR and first aid training.
- Possess a combination of education and experience that provides the required knowledge and ability.

## Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

## Vision of Eastbrook Church:

Our vision to accomplish our mission is through five objectives:

### 1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

### 2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)*

### 3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)*

### 4. Multiplying Leaders

We are aiming to make leadership growth a priority.

*"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)*

### 5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)*

## Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, [lduenas@eastbrook.org](mailto:lduenas@eastbrook.org).