**Full-Time Facility Manager Assistant**

**Team:** Facilities Team

**Reports to:** Facility Manager

**Department:** Operations

**Hours**: Full-time, non-exempt. Hours are primarily, but not limited to, Monday through Friday, 7:00am – 4:00pm. Special events, equipment failures, volunteer availability and snow removal will require flexible hours.

**Position Summary**

Serve our congregation through supporting the different ministries by ensuring our spaces are ready, the facility is clean, safe, and welcoming for our attendees.

**Responsibilities:**

* Manage the schedule for the facilities team to ensure that there is adequate coverage across all campuses.
* Inspect buildings and equipment, identify needed repair, and provide recommendations for identified malfunction.
* Perform minor electrical maintenance e.g., replace or repair of fixtures, switches, outlets, replacing lamps, ballasts, maintaining our low voltage lighting system etc.
* Perform monthly inspections of all life safety systems e.g., fire suppression, fire alarm, emergency exits, elevators, emergency lighting.
* Perform minor plumbing repairs as needed.
* Collaborate with Preventative Maintenance Contractor in the quarterly inspections and maintenance of all HVAC systems.
* Perform large painting projects with detail.
* Perform door hardware repair and replacement.
* Maintain campus grounds e.g., trees, lawn, ponds, etc.
* Shampoo carpets, strip, seal, finish, and polish floors.
* Drive vehicles required to perform assigned duties or travel to different campuses. Vehicles include vans, industrial trucks, and commercial cleaning equipment.
* Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
* Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
* Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
* Remove snow from sidewalks, driveways, and parking areas, with snow blowers and snow shovels. Spread snow-melting chemicals.
* Requisition supplies and equipment needed for cleaning and maintenance duties.
* Set up, arrange, and remove decorations, tables, chairs to prepare facilities for events such as weddings and meetings.

**Position requirements:**

* Ability to prioritize and perform multiple tasks simultaneously.
* Able to work effectively as an individual as well as a team member.
* Ability to follow written and verbal instructions.
* Be able to push 100 pounds and lift 50 pounds.
* Able to easily climb a ladder.
* Skill with using common hand and power tools e.g., drills, tape measures, hammer, screwdrivers, etc.
* Able to use miscellaneous office equipment e.g., calculators, computers, mobile touch screen devices.
* Experience with creating/maintaining spreadsheets.
* Able to read blueprints and wiring diagrams.
* Excellent communication and interpersonal skills.
* Must be customer service minded.
* Should have at least two years of experience as a skilled tradesperson in electrical, plumbing, HVAC, or carpentry.
* Be able to work with and or coordinate volunteers on any of the above duties.
* Must have a servant's heart and be flexible to meet ever-changing demands of ministry.
* Must be a member of Appleton Alliance Church or willing to become one upon hire.

**STRATEGIC FRAMEWORK**

**Vision/Purpose:** Connecting the world with **God** and **one another**

**MINISTRY VALUES**

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God’s Word is truth, and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

**MINISTRY PHILOSOPHY  
Simple Purpose, Simple Church**

Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

**Strategic and Effective**

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of “success” will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

**Felt Needs First, Prescribed Needs Second**

We will seek to meet people’s felt needs first, then move people to the “prescribed” needs outlined in the Bible.

**Come and See – Go and Be**

We will partner with the congregation in doing Kingdom work. The staff ’s role will be to provide clear vision and effective programming. The congregation’s role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

**Healthy Relationships**

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

**Servant Leadership**

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

**Stronger Together**

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

**Complementarian**

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

**Healthy Leadership**

We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

**Equip Future Leaders**

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.