

Unity of Bellevue Position Description: Facilities Technician

General Responsibilities

The Facilities Technician serves as the overall coordinator for facility and property operations, providing a clean and well-maintained environment that supports the Center's vision, mission, programs, and activities. Duties include janitorial services, equipment and systems operation and maintenance, interior and exterior building maintenance, and oversight of service contracts associated with the operation and maintenance of Center properties.

Important note: Many of the functions described in this job description may be assigned or delegated to other staff, paid or unpaid; however, the Facilities Technician is ultimately responsible for ensuring that the work is completed and/or implemented and remains in alignment with other activities and with the overall plan and goals for Unity of Bellevue.

Reporting Structure

The position reports to the Minister and works in collaboration with the Minister to set and achieve role and organizational objectives. The position works in collaboration with the Minister, Center Administrator, and Board of Trustees for designing and maintaining the financial stability and integrity of Center facilities, but does not report to the Board of Trustees. The position may supervise Center staff, paid and unpaid, as determined by the Minister.

Committee and Ministry Responsibilities

The position serves as a key member of the Leadership Team, the Safety Team, and the Facilities Team, and may participate in other committees as determined by the Minister.

Specific Responsibilities

- Perform, manage and oversee building (interior and exterior) and grounds maintenance and repairs.
- Coordinate in-house volunteer resources to support church maintenance and repairs.
- Provide basic maintenance services such as painting, minor electrical, plumbing, carpentry, and grounds maintenance.
- Assist with budget planning and execution of facilities-related improvements, construction, maintenance, and repair expenses.
- Collect and manage maintenance schedules and records, ensuring the maintenance plans are executed in a timely manner.
- Contact, schedule, and manage outside contractors, as required; collaborate with the Center Administrator to maintain and oversee contracted repairs to security, electrical, plumbing, fire prevention, and mechanical systems and ensure effective management of facility maintenance contracts (waste management, carpet cleaning, etc.)
- Provide set up/take down and for special events such as classes, small groups, weddings, receptions, youth programs, concerts, special services, and other events.
- Subject to review/approval, assist with the development of interior/exterior design plans/facility improvements to include room designs, furniture, decorations, etc.
- Provide other facilities support to Center staff as needed.
- Provide security and support to rental events.
- Serve as a member of the safety team.
- Serve as a member of the facilities team
- Ensure that the facility is opened and closed/secured, as appropriate.
- Ensure the proper (safe, secure, accessible) storage of Center property.

Qualifications and Skills:

- Basic knowledge of building operation and maintenance requirements.

- Experience with minor electrical, plumbing, small engine, and general building maintenance.
- Ability to operate power tools and other equipment in a safe and responsible manner.
- Knowledge and experience in basic cleaning and maintenance methods and safe work practices commonly associated with facilities maintenance and equipment; understanding of safe practices for handling cleaning and maintenance chemicals.
- Well-organized and customer-service oriented.
- Ability to prioritize tasks and work on several projects simultaneously.
- Valid Washington State driver's license and reliable vehicle.
- Ability to interact with a variety of individuals and constituencies with emotional maturity.
- Excellent verbal and written communication skills; ability to capture information and synthesize it when communicating to others.
- Ability to manage sensitive, confidential information.
- Technically savvy: excellent Microsoft Office skills.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and integrity.
- Committed to the study and application of spiritual principles as taught by Unity and to the mission, values, and vision of Unity of Bellevue.
- Proven ability and any combination of education and experience in facilities maintenance and/or management that meets the specific functions of the position.

Desired Outcomes

- The work of the Facilities Technician will be consistently known by Unity of Bellevue staff, leaders and community for its graciousness, helpfulness and Spirit-filled leadership.
- Unity's building will be clean, in good repair, and provide a welcoming environment for Unity events.

Hours, Salary, Benefits, and Working Conditions and Physical Demands

- Full-time exempt. Typical work schedule is Thursday through Monday, 30 hours per week, though some flexibility is available, depending on building rental needs. Due to seasonal events and special projects, this position will sometimes require hours outside this normal work schedule, with prior notice. Note: This position is on-call for building emergencies.
- \$17 per hour.
- Benefits include vacation, wellness leave, and eight paid holidays per year.
- Most work takes place in a church environment, often around tools and machinery. Some work takes place outdoors. The work environment can be fast-paced and may include interruptions and urgent, unexpected requests that require multi-tasking and flexibility. Non-smoking building and environment.
- Must be able to move freely around our building and grounds. Must be able to lift small boxes and/or equipment up to 50 pounds and to operate a hand truck or dolly for larger loads

To Apply

- Please send your resume and a cover letter detailing how your education and experience meets the requirements of this role to info@unityofbellevue.org. Qualified candidates will be contacted for a telephone screening. Please do not call our office. If you have specific questions, email them to info@unityofbellevue.org.
- Unity of Bellevue is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Our Mission: To awaken people to their spiritual nature

Our Vision: We are a vibrant, thriving spiritual community of love

Our Core Values: Love, Service, Spirituality, Integrity, and Joy

Unity of Bellevue

16330 NE 4th Street

Bellevue, WA 98008

info@unityofbellevue.org

www.unityofbellevue.org