

Position: Central Facility Technician

Reports to: Maintenance and Facility Projects Director

Job Location: Arden, NC

Position Type: Full-Time, non-exempt

Summary of Position: The Central Facility and Systems Technician is primarily responsible for maintaining the church facilities and to be ready for planned central (all campuses) church activities and events.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision
- Proficient in written and verbal communication and able to use a computer
- Well organized and have the ability to prioritize tasks

Essential Responsibilities

- Assist the Maintenance and Facility Projects Director to set up for all central events and activities as requested in PCO
- Assist the Maintenance and Facility Projects Director to maintain the cleanliness of the Central areas, including the Central Offices, Central Conference Rooms, Academy, Homeschool areas and others as assigned
- Assist as needed with security team assignments
- Prepare facilities for special Church-wide use as requested by Maintenance and Facility Projects Director and assist when facilities are needed for weddings, funerals, and other outside events
- Work with the Maintenance and Facility Projects Director to coordinate with the Arden Facility Safety Coordinator to maintain a schedule for opening and closing the Arden Campus/Central Offices daily
- Assist with facility projects as assigned by the Maintenance and Facility Projects Director
- Support as directed across all campuses on Sundays and throughout the week
- Work alongside the Grounds and Outdoor Projects Director with outdoor projects as assigned
- And other duties as assigned by the Maintenance and Facility Projects Director or the Facility Safety Pastor
- Attend all weekly meetings as assigned
- Help maintain central supplies area
- Other duties as assigned

Physical Demands

- Must be able to lift 50 pounds
- Must be able to climb a ladder and must be able to operate a boom lift at least 40 feet in the air
- Must be able to stand and walk the majority of the workday
- Must be able to operate Biltmore Church vehicles and travel to other Biltmore Church campuses as needed