

Full-Time Assistant Facility Manager

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:

- Supervision and scheduling of the facilities team, ensuring that there is adequate coverage across all campuses.
- Recruit and support Facility Volunteers as they serve at our campuses.
- Fully understand and troubleshoot issues across all building systems; HVAC Controls, Life/Safety, Security, Electrical, etc.
- Routine equipment and building inspections to identify and provide solutions to deficiencies.
- Minor electrical maintenance: replace/repair line voltage devices, fixtures, lamps, etc.
- Monthly inspections of life/safety systems e.g., fire suppression, fire alarm, emergency exits, elevators, emergency lighting across all.
- Minor plumbing repairs as needed.
- Collaborate with Preventative Maintenance Contractor for quarterly inspections and maintenance of all HVAC systems.
- Painting projects with detail.
- General carpentry tasks.
- Maintain all campus grounds through staff and volunteers e.g., trees, lawn, ponds, etc.
- Drive vehicles required to perform assigned duties or travel to different campuses. Vehicles include vans, industrial trucks, and commercial cleaning equipment.
- Monitor building safety and security 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.
- Snow and ice removal from sidewalks.
- Requisition of 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.



APPLETON ALLIANCE CHURCH

*Connecting the world with **God** and **one another***

Full-Time Assistant Facility Manager

Position requirements:

- Prioritize and perform multiple tasks simultaneously.
- Work effectively as an individual as well as a team member.
- Follow written and verbal instructions.
- Push 100 pounds and lift 50 pounds.
- 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.
- Read blueprints and wiring diagrams.
- Excellent communication and interpersonal skills.
- Must be customer service focused
- Should have at least two years of experience as a skilled tradesperson in electrical, plumbing, HVAC, or carpentry.
- 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 People 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 Appleton 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.