

*We exist to exalt Jesus Christ, become His fully devoted followers  
and share His grace and truth with all people.*

**FACILITIES SPECIALIST II  
SALEM ALLIANCE CHURCH**

Department: Facilities & Operations  
Supervisor: Facilities Manager  
Supervises: None  
Volunteers: Encourages, Develops  
Exempt Status: Non-Exempt  
License Requirement: No

**GENERAL STATEMENT OF DUTIES:** Within the mission statement of Salem Alliance Church and under the general supervision of the Facilities Manager, the Facilities Specialist provides daily maintenance and security for church facilities, grounds and its fleet.

**DISTINGUISHING FEATURES OF POSITION:** The Facilities Specialist receives supervision from the Facilities Manager and provides daily facility maintenance and security for church facilities, including resolving routine and emergency maintenance problems. The work is distinguished from contracted custodial maintenance by its responsibilities for securing church facilities and working with contractors on maintenance of building systems and its fleet. It is distinguished from the Facilities Manager by the absence of supervision of others and fiscal responsibilities within the church and the broader scope of responsibilities in facility management. This position is differentiated from the lower level position of Administrative Assistant in that the Facilities Specialist may be responsible to recruit, develop and direct the work of individual volunteers as well as volunteer teams and work more flexible hours.

**ESSENTIAL JOB DUTIES:** An employee in this classification shall perform essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Clean and maintain church facilities. Gather and empty trash. Service, clean, and supply restrooms. Vacuum and shampoo carpets. Clean windows. Dust and/or polish furniture, walls, handrails and white boards.
2. Perform the necessary room set-ups for scheduled meetings and other church activities based upon calendar and schedule. Perform a meeting room tear down and clean up.
3. Maintain attractive grounds; perform basic functions as mowing grass, weeding, pruning, watering, care of flowerbeds, shoveling snow, arranging for snow removal. Perform routine maintenance on sprinkler system and lawn equipment.
4. Perform routine and preventative maintenance and repair on church facilities and rental properties, mechanical equipment and utility systems
5. Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
6. Perform basic preventive maintenance of the church fleet.
7. Work directly with other maintenance staff to ensure safety and security of church facilities. Respond to emergencies and security risks as required.
8. Respond to emergency maintenance requests as required.

9. Notify Facilities Manager of need to order materials or supplies, need for major repairs, or additions to building operating systems. May recommend purchases, cost savings measures, and assists with the development of general maintenance budget
10. Perform related duties as required.

**MINIMUM POSITION REQUIREMENTS:** Two years or more of work experience involving building system maintenance and operation; or a combination of education and experience that provides:

Ability to:

1. Perform essential job functions.
2. Troubleshoot and resolve a variety of facility system problems for economic effective solutions including HVAC, security, plumbing, electrical and elevators.
3. Support a routine preventative maintenance system for facilities and fleet equipment.
4. Work with a variety of church attendees and volunteers in the use and security of church building facilities and fleet.
5. Maintain a physical presence in an outdoor setting and work on a team and independently.
6. Communicate orally to respond effectively to inquiries, maintain written records.
7. Monitor contractor performance.
8. Coordinate and maintain positive working relationships with attendees, volunteers, contractors and inspectors.
9. Work independently and take initiative.

Knowledge of:

1. Salem Alliance and its ministries.
2. Salem Alliance policies and procedures.
3. Facility systems including prevention, maintenance and troubleshooting of operational problems.
4. Fleet maintenance.
5. Custodial services, materials and processes.
6. Security systems in church facilities.
7. The demands and impacts on church facilities and equipment in the course of its operation.

Other Requirements:

1. Knowledge of Salem Alliance and its ministries, community resources.
2. Regular attendance at worship services of Salem Alliance or other churches.
3. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
4. Possess spiritual gifts of service.
5. Work hours include church events requiring flexible, non-traditional work hours.
6. Ability to work outdoors alone in varying weather conditions.
7. Participate, as authorized and budget permits, in educational training, retreats and conferences for personal, professional and spiritual development. Provide training to contribute to the development of other church staff.
8. Must maintain a safe driving record, possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

9. Perform other duties, as required.
10. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

**PHYSICAL, EMOTIONAL & MENTAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in an outdoor setting; lift, push and carry materials weighing up to 100 pounds; climb ladders and walk among church campus facilities on a daily basis; vision to read printed materials and record written information; and hearing and speech to communicate in person. While performing this job, the employee is regularly required to stand and walk outdoors in varying weather conditions for up to 4 hours at a time; use hands, reach with hands and arms, stoop, kneel, crouch or crawl in inspecting and resolving facility and fleet maintenance issues. Work involves being around hot, steamy, roof locations or basement locations and work around mechanical, electrical and plumbing systems for short periods of time for preventative maintenance or emergency repairs.

Mental demands of the position require the Facilities Specialist to be mentally alert; possess the ability to maintain concentration and communicate and cooperate with many persons; to deal with interruptions, facility and fleet emergencies; and multi-task duties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors standing for up to four hours at a time. The employee may need to walk to various locations on the church campus. The employee must be able to work flexible, non-traditional work hours. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors.