



## FACILITIES SPECIALIST

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REPORTS TO Facilities Director  
CLASSIFICATION Full Time, 40-45 hours per week  
EXEMPTION Ministerial Exception

### POSITION SUMMARY

This role manages and oversees all aspects of building services for Valley Creek Church including campus and project management.

#### GIFT BASE

- Verbal Communication
- Organized
- Learner
- Coachable
- Detail Oriented
- Focused

#### ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Has a spiritual depth and maturity that allows them to lead others to more freedom in Christ
- Strong relational and team-building skills
- Forward thinker and creative problem solver
- Able to operate mechanical equipment and tools
- Ability to drive trucks with trailers for transport
- Ability to lift heavy objects
- An open heart for learning new trades and being coached

### ROLE RESPONSIBILITIES

- Own building maintenance including mechanical, electrical, plumbing, and preventative upkeep.
- Oversee aesthetic maintenance and enhancements to keep the building looking fresh and new.
- Working with all ministries to plan and coordinate events, including room scheduling and set-up/clean-up.
- Coordinate, set up, and manage all meeting space requests through online church software.
- Lead and develop serve team members by building and growing relationships, mentoring, and inviting those interested to serve.
- Manage vendor relationships and service needs for all campuses.
- Lead public and private prayer and scripture reading with and for Finance Serve Team and Leaders. Personally model our Kingdom culture and values as documented in our Staff Handbook.
- Lead a Circle - responsible for the spiritual guidance and discipleship of people of the church.
- Is considered a spiritual leader of our church and has the authority to baptize and administer communion.
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs.

### WORK HOURS

- Work hours are Monday-Thursday, 8:30am to 5pm. Occasional weeks are Sunday-Thursday 8:30am to 5pm.
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours.