

Part-Time Operations Technician

Christ Community Church



1190 Phoenixville Pike
West Chester, PA 19380
T 610-431-0300
F (610) 431-9624
<http://visitccc.com>

Job Purpose

This job was created to support the mission and vision of Christ Community Church by helping to provide safe and efficient spaces for ministry to flourish.

Job Description

Responsible for the repair, remodel and overall maintenance of church facilities, equipment and grounds. Assists Director in maintaining building areas, sets up for events, maintains grounds, and may assist in the removal of snow. Reports breakdowns or major problems.

Duties

- Completes maintenance tasks assigned via our work ticket system.
- Seeks to find issues before they arise and completes work in a preventative manner.
- Assists in maintaining exterior of building as well as interior. This could include grounds keeping as needed.
- Ensures setup and tear down for events is executed as instructed.
- May assist in minor cleaning and “day of” assistance with events on our campus.
- Maintains at all times a clean and unimpeded environment throughout building when guests are present. (removes equipment, debris and trash when possible).
- Responds to and cares for unforeseen issues that may arise via posting provided signs, contacting the supervisor, and/or placing a work ticket.
- Supports all CCC staff, church members and guests in a Christ-like manner.
- Other duties as assigned.

Key Skills, Experiences, and Abilities

Skills and experience in carpentry, electrical, plumbing, HVAC, and grounds preferred. Skills and experience do not need to cover all areas but a minimum of two areas are a must. The ability to move, lift, carry and place objects weighing up to 50 pounds. Ability to sit, stand, kneel or climb a ladder during work shift.

Schedule / Hours

Scheduling is typically fixed once agreed upon at hire date. We are flexible and do allow time off requests within a reasonable time frame and with available coverage. Weekly hours will vary from 18 to 25 or more depending upon the season.