



Unitarian Universalist  
Congregation at Shelter Rock  
**Human. Kind.**

Title	Facility Technician	Classification	Non - Exempt
Reports To	Facilities Director	Weekly Work Hours 42.5	Date: 6/20/18

<b>Summary:</b>	
<b>Position Responsibilities</b>	
<b>Event and Meeting Support</b> (including but not limited to the following)	<ul style="list-style-type: none"> <li>Review Daily Job Orders and coordinate their completion with the Committee Liaisons</li> <li>Room set up as designated by Job Order to include table and chair arrangements, delivery and placement of refreshments, placement of Congregation AV, telecommunications or other technology equipment</li> <li>Pick up of meeting food and refreshments from local suppliers</li> <li>Trouble shoot basic AV, telecommunications or other technology equipment problems that present at meetings</li> <li>Be available as needed to support the meetings operational/facilities needs as they arise</li> <li>Work collaboratively with outsourced meeting vendors</li> <li>Break down room upon event closure to include; room to be broom swept, vacuumed and mopped as needed; Table to be wiped down (tables clothes removed and readied for laundering), left over refreshments to be discarded or stored per policy, extra tables and chairs to be stored away with room to be returned to its standard layout.</li> <li>Review the department email and e-scape throughout the day via the office computer and your I-touch</li> </ul>
<b>General Facilities Cleaning</b> (including but not limited to the following)	<ul style="list-style-type: none"> <li>Empty trash daily from all rooms, bath rooms kitchens, classrooms and all staff offices</li> <li>Sweep, vacuum, mop rooms, bath rooms, kitchens, classrooms, mechanical rooms and staff offices based on schedule</li> <li>Power washing of sidewalks and floors as needed</li> <li>Utilize the appropriate mix of water and detergents when cleaning</li> <li>Utilize the appropriate manual and power tools when cleaning</li> <li>Work collaboratively with outsourced cleaning vendors.</li> <li>Review and complete your weekly assignment schedule</li> <li>Window cleaning of the entire property as scheduled</li> </ul>
<b>Floor Care</b>	<ul style="list-style-type: none"> <li>Shampooing and spot cleaning carpets</li> <li>Stripping, waxing and buffering of floors including but not limited to the following wood, stone VCT and vinyl</li> </ul>

INTERIM SENIOR MINISTER: The Reverend Ned Wight  
 MINISTER FOR PASTORAL CARE: The Reverend Jennifer L. Brower  
 MINISTER OF LIFESPAN RELIGIOUS EDUCATION: The Reverend Natalie M. Fenimore  
 CONGREGATION OPERATIONS ADMINISTRATOR: Adam Barshak  
 VEATCH EXECUTIVE DIRECTOR: Joan Minieri  
 MINISTERS EMERITI: Dr. Christine M. Wetzel, Dr. Barry M. Andrews, Dr. Paul S. Johnson

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	<ul style="list-style-type: none"> <li>• Steam cleaning of carpets</li> <li>• Repairing and replacing floor tiles</li> </ul>
<b>Worship Room Cleaning</b> (after each Sunday Worship and based on schedule); (including but not limited to the following)	<ul style="list-style-type: none"> <li>• Ensure all hymn books and other relevant materials are placed back in pews</li> <li>• Move all pews to access floor underneath for sweeping, (mopping as needed based on schedule); sweep/mop other areas of Worship Room</li> <li>• Vacuum runners and balcony carpet</li> <li>• Windex balcony glass panels</li> <li>• Clean out used candles in sandbox, smooth out sand and replace candles</li> <li>• Vacuum pew cushions as scheduled</li> </ul>
<b>Vehicle Maintenance</b>	<ul style="list-style-type: none"> <li>• Clean and vacuum vehicles as schedule</li> <li>• Wash and clean vehicles as schedule</li> <li>• Any vehicles used during snow removal must have the salt and grim washed off immediately after the completion of the snow clearing</li> <li>• Fluids must be checked regularly</li> <li>• Equipment Battery are to be checked and charged after any use</li> <li>• Equipment must be greased as per our schedule</li> </ul>
<b>Grounds Keeping</b>	<ul style="list-style-type: none"> <li>• Plow roadways and parking lot as needed</li> <li>• Shovel and salt sidewalks</li> <li>• Rake leaves, prune bushes, sweep sidewalks</li> <li>• Weeding of playgrounds and roofs</li> <li>• Installing and maintaining traffic and informational signage</li> <li>• Policing the grounds for debris and dangerous conditions daily</li> <li>• Rotate all seasonal equipment</li> <li>• Inspect the trail for dangerous or damaged trees, and clear the trails</li> <li>• Clear the trails when needed.</li> <li>• Maintain the pond clean, refill the pond when needed and add dye bi-monthly</li> <li>• Power wash of exterior stone wall, remembrance garden, courtyard, and main walks etc.</li> <li>• Cleaning of all the exterior windows biyearly</li> <li>• Removal of trees and limbs that are a danger or blocking paths</li> <li>• Installing of road markings in the fall and removing of markers during the spring</li> <li>• Patching of blacktop when needed</li> <li>• Maintain the chiller and generator areas cleaned at all times</li> <li>• Check on the fuel levels throughout, to assure that we are able to function during any outage.</li> </ul>
<b>Facilities Maintenance &amp; Purchasing</b>	<ul style="list-style-type: none"> <li>• Support supervisor in inventory management and purchasing of supplies</li> <li>• Change out internal / external lighting</li> <li>• Provide handy person skills for basic repairs not requiring a licensed contractor</li> <li>• Replacement of ceiling tile when necessary</li> <li>• Work collaboratively with outsourced maintenance vendors to include but not limited to: Sanitation, Sewage, Plumbing, Electrical, Construction, Security</li> <li>• Based on shift worked, unlock/lock facility upon opening and closure</li> <li>• Performs minor electrical maintenance to include but not limited to replacement or repair of fixtures (e.g. wall switches and outlets incandescent, LED's and fluorescent bulbs and ballast/drivers,</li> </ul>

	<p>sockets, minor appliances cord etc.) using appropriate hand and power tools.</p> <ul style="list-style-type: none"> <li>• Performs minor plumbing maintenances (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, replacing drain hoses or water supply hoses, washer or cartridge, etc.)</li> <li>• Performs minor painting and carpentry (e.g. preparing surfaces and using brush, sprayer, or roller to apply paint, stains and varnish and fixing door</li> <li>• Prepares the surfaces and paint various structures and equipment (e.g. Walls, plows, doors, trims, classroom, common areas, restrooms etc.) to preserve the wood and metal and maintain a safe comfortable working environment using various painting equipment and related tools. (e.g. Sprayer, rollers, brushes, thinners etc.)</li> </ul>
<b>Specialized equipment</b>	<ul style="list-style-type: none"> <li>• Must be able to operate heavy equipment in clearing of storm damage and snow. (e.g. tractor, skid loader, aerial lifts salters etc.)</li> <li>• Must be able to operate RTV's and it's equipment to include but not limited to brush, plow wrench etc.</li> <li>• Must be able to use a street sweeper to clear snow</li> <li>• Knowledge on the use of chainsaws to remove blockage and fallen trees</li> <li>• Knowledge on the use of water buffalo with boom sprayer for melting applications</li> </ul>
<b>Equipment maintenances</b>	<ul style="list-style-type: none"> <li>• Vehicle are to be kept in a safe and working condition, regular wash, fluid check and assure that tires are properly inflated and not worn.</li> <li>• Walk behind equipment such as (snow blowers, leaf blowers, vacuums shampooer etc.) are to be cleaned and greased regularly, belts and filters changed and any additional maintenances needed to maintain the equipment properly running and safe</li> <li>• Vehicle batteries are to be keep charge and ready for use at any moment</li> <li>• Hydraulic tank and reservoirs must be checked and filled when needed.</li> </ul>
<b>HVAC</b>	<ul style="list-style-type: none"> <li>• Basic operational knowledge of the building management system (BMS).</li> <li>• Purging of steam and hydronic boilers</li> <li>• Must be able to manually override the HVAC systems to provide heat and cooling when necessary.</li> </ul>

<b>Qualifications &amp; Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• High School Diploma or G.E.D</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Minimum three years in facility maintenance</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to lift move objects of 50lbs or more</li> <li>• Climbing, bending, stooping, reaching, walking daily</li> </ul>
<b>Drivers License</b>	<ul style="list-style-type: none"> <li>• Valid with minimal to no history of driving infractions</li> </ul>
<b>Work Schedule</b>	<ul style="list-style-type: none"> <li>• Ability to be work a flexible schedule to include both day &amp; nights, weekends and overnights and additional hours as needed and approved by the manager</li> </ul>

<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Must be able to speak to customers (congregation members, congregation guests and congregation staff) in a professional and courteous manner</li> <li>• Must be able to work under the direction of a supervisor in a time sensitive and quality controlled environment</li> <li>• Must be able to work independently as needed on assigned projects</li> <li>• Must be able to work in a team environment</li> </ul>
<b>Technology and other equipment</b>	<ul style="list-style-type: none"> <li>• Basic computer skills</li> <li>• Basic knowledge of Audio Visual equipment preferred</li> <li>• Knowledge of and experience using facilities systems and equipment</li> </ul>