

PARK STREET CHURCH

Job Description

Facilities Technician

Park Street Church (“PSC”), founded in 1809, is a large thriving church in downtown Boston, with a membership of 900 and about 30 staff members. We are a diverse community of people whose mission is to make disciples of Jesus who become like him together. We believe and are united by the good news that Jesus is Lord. Our common life together is fueled by the joy that God has been so good to sinful and broken people like us, bringing us forgiveness, healing, and salvation—new life! Our response to God’s gift is to follow Jesus on the way of the cross, the way of love. This means that our life together—embodied in nine Regional Fellowships—consists of growing in loving God, loving one another, and loving our neighbors, and we regularly feed upon the word of God, the Bible, to inform and guide us in this way of love. We are committed to life-giving biblical proclamation, to transformative relationships with one another across the diverse generations and ethnicities that are found in our community, and to faithful worship of the triune God. Our mission and life are shaped by our location in the heart of the city of Boston and by a longtime passion for mission across the world.

Our staff are committed to serving one another as we serve Christ and to growing to greater maturity in Jesus. We meet weekly for a time of prayer and engagement in the Scripture. In our teammates we value godliness, collaboration, excellence, courage, and a commitment to healthy relationships.

Overview

The Facilities Technician is responsible for accomplishing repair and improvement projects as directed by the Director or Assistant Director of Facilities within the building and grounds of Park Street Church and the 1626 Massachusetts Ave properties. This is a full-time position.

The Facilities Technician will supplement the responsibilities of the sextons by carrying out set-up, maintenance and cleaning of the building and grounds of Park Street Church as needed.

Accountability

The Facilities Technician will report to the Director or Assistant Director of Facilities.

Responsibilities

Some examples of the repair and improvement projects that the Facilities Technician will be responsible for carrying out:

- Carpentry as directed;
- Spackling and painting as directed;
- Repair or replacement of tiles as directed;
- Caulking or applying grout as directed;
- Sanding and refinishing surfaces as directed;
- Deep cleaning tasks as directed;

- Electrical and plumbing needs as skills and regulations permit.

When not carrying out the responsibilities included above, the Facilities Technician shall assist with:

- Setting up and taking down in the sanctuary and meeting rooms as needed for classes and meetings;
- Inspecting and cleaning sanctuary, classrooms and rest rooms and removing rubbish for proper disposal;
- Removing snow and ice from stairs and walks as needed;
- Covering the reception desk as needed, opening and closing the buildings (when authorized to do so) and carrying out basic security protocols and procedures.

Requirements

- Ability to communicate effectively with staff and volunteers about facility needs and uses;
- Ability to physically move about the campus and lift a minimum of 40 pounds;
- Ability to make independent decisions when circumstances warrant it;
- Computer literacy in using MSOffice suite of applications;
- Ability to manage time and multiple tasks and projects;
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with the pastors, office staff, members, and visitors—patience and perseverance as needed;
- If not currently a member Park Street Church, willingness to join the Church as a member within one year of date of employment.

Additional Requirements

- Willingness to serve Christ and His church;
- High level of spiritual and character maturity;
- Responsive and prompt in communication;
- Team player and team building skills;
- Self-starter, internally motivated, strong work ethic, good intuition;
- Desire to become familiar with PSC, the nature of its congregation, its ethos, guiding principles and doctrines.

Other Expectations and Opportunities

The Facilities Technician must agree with the PSC statement of faith and all PSC policies.

(revised Apr 2024)