EVERYARKANSAN

Job title	*EA Facilities Maintenance*
Reports to	*EA CPO*

Job Description

The Facilities Maintenance Team Member is responsible for maintaining all facilities and equipment issues that arise this may include: electrical, plumbing, carpentry, general repairs and the like.

- Not only fixing what is broken but providing more than a bandaid solution
- Providing good communication and organization to broken systems
- Managing constantly changing priorities based on the issues that arise
- Support and connection for outsourced maintenance and large projects

The Facilities Maintenance Team Member helps make sure that all of our teams are set up for success in our mission of: “Every Arkansan, chasing their God-given dreams”.

Duties and responsibilities

The following responsibilities serve as a general guide and are not exhaustive.

General Repairs and Projects

- Fixing what is broken and taking the lead on any project involving tools
- This is an ever evolving and changing list

HVAC

- Serve as the main point of contact for HVAC service providers
- Troubleshoot low level problems. More experience and ability to solve larger issues is welcome
- Ensure units are maintained properly

Project Management Support

- Be a connector of people and resources for all facilities maintenance
- Provide plans, ideas and regulation compliance for large project renovations
- Support teams in putting together large events during the preparation process

Organization

- Keep all tools, supplies and equipment well organized and maintained
- Keep all projects organized and closed to open at the end of the day
- Manage time well and manage changing priorities
- Some light computer work

Qualifications

The minimum qualifications required to successfully perform this job are as follows:

- High school diploma or equivalent required.
- Minimum of 1–2 years of experience in building maintenance, custodial, or general repair work preferred.
- Basic knowledge of plumbing, electrical, HVAC, and carpentry repairs.
- Ability to safely operate hand tools, power tools, and maintenance equipment.
- Strong attention to detail and ability to identify/report safety or maintenance issues.
- Reliable, punctual, and able to work independently with minimal supervision.
- Valid driver's license and reliable transportation preferred.

Working conditions

You'll be part of a mission that keeps Every Arkansan's spaces running smoothly so ministry can happen without a hitch. One day you might be tightening a door hinge or replacing an air filter; the next, you're setting up for an event or helping make sure our spaces are safe and welcoming.

You'll work part-time, usually around 30 hours a week, but flexibility is key. Some weeks might be busier than others—especially when something unexpected breaks (and it will).

You'll move between indoor and outdoor work, in all kinds of weather, with tools in hand and purpose in heart.

You'll collaborate with a passionate, Christ-centered team that deeply values the work behind the scenes. If you're dependable, hands-on, and find joy in serving through sweat and stewardship, you'll fit right in here.

Physical requirements

Physical ability to lift up to 50 lbs, climb ladders, and perform tasks that involve standing, bending, or reaching for extended periods.

Expected Hours

Part-time (30 hrs per week) or Full-time (40 hrs per week). The schedule is flexible within standard business hours, though occasional evenings or weekends may be required.

Direct reports

You will report directly to the COS and work closely with the COO, Program Leads, and Team Members.

I have received and reviewed this job description and understand the expectations for this role.

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Team Member Date

Approved by:	*Carson Miller*
Date approved:	*October 26, 2026*
Reviewed:	*October 26, 2026*