

Midland's Open Door

Job Description

The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.

Position Title	Facilities Technician
Supervisor	Director of Operations
Effective Date	08/2026
Status	Part-Time Employee

Summary

To fulfill the mission and vision of Midland's Open Door (MOD) by assisting the Director of Operations with all maintenance and housekeeping upkeep, as well as assisting with daily facility operations by partnering with volunteers and guests participating in the ministry's work program.

Essential Functions

1. Perform general preventive and corrective maintenance for equipment and appliances in all MOD facilities.
2. Utilizing the guest work program and ministry volunteers, maintain the facilities and grounds of all MOD properties, including pressure washing, weeding, mowing, raking, cleaning gutters, planting, and snow removal.
3. General facility cleaning, dusting, sanitizing, sorting, re-filling, and organizing.
4. Clean, repair, or install window treatments.
5. Properly disposes of trash, cigarette butts, and sticks.
6. Wash windows, walls, baseboards, and floors.
7. Sweep, vacuum, and steam clean floors.
8. Shovel, salt, and plow snow.
9. Change light bulbs, deodorizers, smoke detector batteries, and filters.
10. Paint walls, trim and other items, stains and finishes items.
11. Fill automobile gas tanks, small engine gas tanks, and propane tanks.
12. Consistently and accurately inventory maintenance items.
13. Set up tables, chairs, podiums, and other equipment to support ministry activities and events.
14. Use a ladder to perform maintenance and seasonal work at second-story levels.
15. Other duties as assigned.
16. Participates in Sunday shelter rotation and supports the ministry through shelter coverage as needed.

Qualifications

- Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).
- Active membership in a Christ-centered church and commitment to Christian maturity and the unity of believers.
- Display compassion for hurting people, regardless of the person's background.

Education and experience

- High school graduate or GED equivalent.
- Must maintain a valid driver's license and a satisfactory driving record.
- General understanding and experience with common maintenance equipment and tools.
- General knowledge of commercial kitchen fixtures and refrigeration systems, plumbing, electrical and HVAC systems for basic repair and preventative maintenance.
- Basic carpentry skills and ability to read tape measure.
- General knowledge of landscaping and lawn maintenance.
- Intermediate small engine, automotive, and bicycle repair skills.
- Intermediate knowledge of computers, printers, networking devices, VOIP equipment, surveillance systems and other office equipment.
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Skills and abilities

- Ability to mentor/lead guests in housekeeping and light maintenance projects.
- Strong time management and problem-solving skills to prioritize and complete repairs in a timely cost-effective manner.
- Team-player, adaptable, and willing to perform special assignments as required.
- Creative, mature and proactive leader who thrives in a high-paced team environment.
- Ability to administer the ministry's programs and to interpret the program policies and procedures.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with peers, volunteers, shelter and soup kitchen guests, and the public.
- Ability to present ideas clearly and concisely, orally and in writing.
- High personal integrity.
- Effective problem-solving and conflict resolution skills.
- Basic skills in the operation of office tools: word processing, spreadsheets, e-mail, and calendaring.

Physical

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Ability to read, write and interpret written documents
- Ability to lift and move objects weighing up to 50 pounds
- Ability to safely climb ladders

Employee Signature

Date