

Job Description & Qualifications

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| Position | Maintenance |
| Department | Facilities |
| Incumbent | Open |
| Reports to | Maintenance Supervisor |
| Supervisor of | None |
| Position Schedule | 32 hours per week and on-call as needed |
| Position Status | Hourly, eligible for overtime |
| Issue or Revised Date | October 20, 2014 |

Purpose

Provide basic maintenance and repairs of the church facility and campus.

Primary Duties

1. Based on daily work schedule and work orders, work with little supervision to perform maintenance and repairs as needed.
2. Respond to special requests or needs that occur during shift and inform supervisor of maintenance needs.
3. Operate equipment in a safe manner and report or correct safety hazards.

Areas of responsibility may include:

1. Plumbing and electrical systems
2. Carpentry (cabinet, furniture, pew repair)
3. Basic remodeling projects (hang sheet rock, mud and tape)
4. Painting – interior or exterior
5. Roof, rain gutter and drain maintenance
6. Snow removal/ice melt application as needed
7. Parking lot and grounds – minor repairs
8. Lighting – in working order and bulbs replaced
9. HVAC filters, belts and grease motors

Knowledge and Experience

1. Basic maintenance and repair skills.
2. Ability to perform daily tasks without direct supervision.
3. Ability to work well with others under time deadlines and stress.
4. Ability to work in a timely and efficient manner
5. Availability and willingness to work a variety of shifts and hours.
6. Ability to lift 50 pounds.