



DETAILED MINISTRY DESCRIPTION

Facilities Maintenance / General Projects

Title

Facilities Maintenance / General Projects

Purpose

The Facilities Maintenance / General Projects position will assist in providing supervision to ensure an efficient and safe campus for both Grace Baptist Church as well as Grace Christian Academy, including the daily operations of the maintenance and housekeeping departments.

Responsible to

- Facilities Director and Pastor of Executive Operations and Finance.

Key Results Area

The Facilities Maintenance / General Projects employee has the opportunity to be deeply involved in the lives and ministry of the church and its outreach to the community; to achieve satisfaction in knowing that through the proper care of church buildings, you are serving the Lord; to help give a positive first impression of the church and assist the various ministry areas in performing their ministry efficiently and effectively.

- Support the ministry area by performing daily/ weekly routine maintenance job duties.
- Effectively and accurately manage maintenance request system, assigning tasks, holding team accountable, checking at the end of each week that all assigned requests have been closed and follow up as needed to team members.

Description of duties

- Complete daily / weekly all work associated with the following and provide oversight to the Facility Team as requested by the Facilities Director and/or the Pastor of Executive Operations and Finance.
 - Complete plumbing repairs such as toilets, water leaks, as well as water fountain repairs and installation.
 - General painting, drywall, light carpentry, plumbing, and electrical.
 - Troubleshoot and maintain the Grace baptistery.
 - Troubleshoot the Grace HVAC system for problem resolution and place service calls as needed.
 - Complete the installation of all types of flooring.
 - Research for parts and general maintenance supplies as appropriate.
 - Escort service providers around the Grace campus buildings as needed.
 - Mowing of campus grounds throughout each week.
 - Assist in the troubleshooting and repairing of any excess water drainage issues.
 - Routine maintenance of campus landscaping.
- This position will work on call a minimum of one week per month with coverage of Sunday services and special activities that week.

- Assist with event set up / tear down as directed.
- Operate a personal computer and other related equipment as appropriate.
- Attend office staff meetings each week and/or any other meetings and training seminars as requested.

Time requirements

This is a full time position as outlined in our Employee Personnel Manual.

We Want – Must Have

- A demonstrated ability to maintain sensitive confidential church information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good ‘people’ skills for relating to senior pastor, pastoral staff, co-workers, volunteers, extended church staff, church members and guests.
- Ability to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A positive attitude at all times and poise under pressure.
- Basic maintenance knowledge and skills as it relates to carpentry, drywall, painting, masonry, flooring, plumbing, and wiring.
- Ability to understand and communicate effectively with an IT department as well as fire and security alarm companies.
- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic understanding of office operations, office equipment and methods.
- Proficient in all Windows based software.
- Knowledge of and experience normally acquired through the completion of a high school diploma or facility job training and construction experience that qualifies for the position.
- Ability to do light to heavy labor, including extended periods of walking and standing and lifting.

We Want – Like to Have:

- Three to five years of work history within a church environment of 2,000 or more worshippers to foster a complete understanding of the requirements of the facility area as well as the maintenance position.
- A member of Grace Baptist Church.
- College education with desire to seek additional training through conferences, networking and seminars.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Possess one or more of the following gifts: Administration, Serving and Helps.