

## Church Facilities and Grounds Assistant

### Job Description

#### *Ideal Candidate:*

Seeking a candidate who is proficient in facility maintenance, who has a strong work ethic, pays attention to details, and has high standards for work quality. The candidate must be able to communicate effectively to support various ministries with needs associated with the church facilities and grounds. Minor electrical, plumbing, and mechanical skills will also be necessary. The candidate must be able to work flexible hours to cover special events if needed.

*Hours Requirement:* 25 hours/week

*Days Requirement:* Primarily Monday through Friday (must be available to work Weekends and Evenings, if needed).

*Time Preferences:* Monday through Friday, 10:00am to 3:00pm (flex start and end times based on demand)

*Supervised by:* Manager of Facilities and Grounds

#### *Skills Required:*

- General mechanical knowledge
- Understand of minor electrical and plumbing (i.e. replacing ballasts, switches and receptacles, plumbing for faucets, drinking fountains, and urinals/water closets, etc.,)
- Working knowledge of all operations of church facilities
- Effective troubleshooter
- Strong communication skills
- Must be a team player
- Must have a friendly/helpful attitude as daily requests are often made by preschool teachers and other staff
- Willingness to work under the direction of other leaders.
- Must be able to lift 50 lbs.

#### *Job Description:*

- Maintain/Repair Church Property and Grounds:
  - Repair reported building problems (including electrical, plumbing, etc.) as soon as possible.
  - Replace/Repair light fixtures and light tubes in interior and exterior of buildings.
  - Repair and paint damage to walls.
  - Assist with monitoring stock and inventory of repair supplies (i.e. light tubes, ballasts, retrofit supplies, plumbing supplies, etc.).
- Assist Sexton Staff:
  - Communicate with sexton staff as necessary.
  - Assist with minor cleaning as necessary.
  - Assist with room set-up when advance notice is not given or sexton staff are not able to accommodate request.
  - Verify locking and unlocking of all church facilities.
- Meet with vendors before and after service work (electricians, HVAC, plumbers, fire protection, copier, security systems, etc.)

- Assist Memorial Park, as Needed
  - Assist Memorial Park staff with preparation for funerals if requested.
  - Assist with lighting and other facility issues as needed.
- Monitor Vehicle Usage and Maintenance
  - Ensure vehicles are fueled for scheduled events.
  - Identify service needs for MVBC vehicles.
  - Transport vehicles to/from service facilities.
- Other duties as assigned.