



## **Job Description**

### ***Job Title***

Maintenance Technician / Lead Groundskeeper – Full-Time, Non-Exempt Position

### ***Job Summary***

The Maintenance Technician / Lead Groundskeeper is a non-exempt (eligible for overtime) position with Jersey Baptist Church. The specific regularly scheduled hours and workdays associated with this position may include weekdays, weekends, evenings and holidays as required to meet the needs of the church's ministries. The Maintenance Technician's schedule will be determined by the Facilities Manager.

The essential purpose of the Maintenance Technician / Lead Groundskeeper is to provide maintenance to the church owned buildings, the equipment, oversee surrounding grounds and provide custodial support when requested. This document represents those duties that are essential to the Maintenance Technician's ability to perform the duties of his/her position as well as other related duties. Additional duties and responsibilities may be assigned as necessary and directed.

### ***Job Expectations***

The Maintenance Technician / Lead Groundskeeper is expected to be a committed, practicing Christian with the ability to form and maintain positive relationships with church staff as well as adult, youth and child members of the congregation and of the neighboring community.

The Maintenance Technician / Lead Groundskeeper is expected to be a highly motivated, self-starter who is able to work in a mutually respectful setting with other staff, lay leaders and volunteers. The Maintenance Technician must also have a demonstrated ability to foresee and proactively resolve problems within the area of his/her job related responsibilities with a minimal amount of direct, day-to-day supervision. This ability necessarily requires demonstrated initiative, a desire for excellence, a positive work ethic and the flexibility to respond to needs throughout the accumulated church properties. To do so requires good physical condition as well as the ability to lift heavy objects and climb ladders when necessary to complete tasks.

### ***Reports To***

Facilities Manager

### ***Direct Reports***

Grounds crew

## ***General Responsibilities***

- oversee complete exterior grounds care/directing ground crew, including : Mowing of lawns,weed eating, weed control, flower bed maintenance, tree and shrub pruning,clean up
- maintenance of lawn care equipment as necessary
- assist in maintenance of building systems equipment including: HVAC, Lighting,Water & Sewer, Communications, Audio Visual, Minor electrical
- organize and track equipment maintenance schedules and supplies
- gather and disposes of trash;
- set up chairs and tables for meetings and events;
- perform minor repairs to fixtures, flooring, walls and equipment;
- perform necessary preparation and application of various coatings and or paint to interior and exterior surfaces
- maintain security of buildings by locking and/or unlocking of the building
- assist with snow removal from walkways and parking areas including directing of ground crew
- applies ice control substances to walkways and parking areas of all buildings as necessary;
- other duties as assigned.

## ***Performance Measurement***

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Church Administrator and in harmony with the church's purpose, core values and annual leadership priorities.

## ***Theological Expectations***

- Facilitating the ongoing ministry of the church by serving in a supportive role
- Using personal skills and knowledge to enhance the ministry of the church.
- To support the church in its quest for excellence as it ministers to both members and non-members
- Conservative theological views
- In complete agreement with the current Baptist Faith and Message (revised Oct. 2000)
- Alignment with Jersey Baptist Church vision, constitution, policies and procedures