

FIRST BAPTIST CHURCH ST. FRANCISVILLE, LA
Maintenance Manager
Job Description

OVERVIEW

The maintenance manager position is a full-time position. This position is necessary to support the work of the church through the proper maintenance of the physical facilities. Hours will be Monday–Thursday from 7:30am – 4:30pm and will include after hours for special events and weekend events. This person will work in close coordination with the Properties Committee Chairperson to identify and prioritize the work to be done and he/she will report to the Senior pastor or his designee. Performance reviews will be conducted by the pastor/ designee and the Properties Committee Chairperson.

QUALIFICATIONS/SKILLS

- Active, growing personal relationship with Christ
- Reliable, self-motivated and organized
- Cooperative relationship with church staff, members and volunteers
- Must be able to lift 50lbs and climb/work on ladders
- Must have minor plumbing repair skills and cleaning skills (mop, vacuum, sweep, dust, etc.)
- Attentive to details

RESPONSIBILITIES

- Responsible for cleaning all facilities on the church campus during the week and after special events. Cleaning includes sweeping, mopping, vacuuming, dusting, cleaning bathrooms and offices, taking out the trash and cleaning windows.
- Responsible for replacing light bulbs and AC filter maintenance
- Responsible for minor plumbing repairs
- Setting up tables/chairs for weekly scheduled events and special events
- Maintaining, ordering and stocking janitorial supplies and paper products
- Minor painting repairs as needed
- Unlock facilities for scheduled events and lock-up facilities after each work day
- Perform other maintenance work as needed, advising the Senior Pastor/ designee and Properties Committee Chairperson of any conditions requiring outside attention
- Other maintenance tasks as assigned by the Senior Pastor/designee