



Director of Maintenance

Mount Calvary Church is seeking a full-time Director of Maintenance to join our church and school staff team.

Mount Calvary Church is a growing, mid-sized, non-denominational Bible church with approximately 500-600 weekly attenders, located in Elizabethtown, Pennsylvania. MCC also operates Mount Calvary Christian School, serving 750-800 students from preschool through high school.

As a church, our mission is to lead people from all stages of life to passionately pursue Christ. The Director of Maintenance plays an important role in that mission by partnering with church and school leadership to provide safe, clean, and well-maintained facilities that support worship, education, and ministry.

Job Title:	Director of Maintenance
Reports To:	Executive Pastor and School Superintendent
Supervises:	Church and School Custodians
Works With:	Church and School Staff
Job Purpose:	The Director of Maintenance is responsible for overseeing and managing all church and school facilities, including buildings, grounds, parking lots, vehicles, equipment and building mechanical systems. This individual will ensure that all facilities are safe, attractive, fully operational and prepared to support church services, school operations, and ministry activities.

Responsibilities

Facility Maintenance

- Oversee the maintenance, repair, and preventative care of all buildings, grounds, parking lots, vehicles, equipment, and building systems.
- Perform routine inspections to identify maintenance needs and ensure facilities remain safe, clean, and operational.

Facility Scheduling & Support

- Coordinate with church and school staff regarding facility use.
- Assist with room setup, teardown, and preparation for worship services, meetings, school events, and special ministry activities.

Vendor & Project Management

- Develop and maintain relationships with vendors and contractors.
- Obtain bids for facility projects and oversee approved projects from the planning phase through completion.

Safety & Security

- Maintain and improve campus safety procedures and security practices.
- Help ensure that facilities provide a safe environment for students, staff, members, and guests.

Budget Management

- Assist church and school leadership in developing and managing the annual facilities budget.
- Steward resources wisely while maintaining high standards of facility care.

Capital Improvements

- Partner with church and school leadership in planning and overseeing renovation, remodeling, and construction projects.

Equipment & Building Systems

- Ensure that HVAC, plumbing, electrical, mechanical systems, and other equipment are functioning properly and receive regular preventative maintenance.

Regulatory Compliance

- Ensure compliance with applicable local, state, and federal regulations, including building codes, fire safety requirements, ADA accessibility standards, and required inspections.

Team Leadership

- Supervise and develop the maintenance staff by providing leadership, training, scheduling, and work assignments.
- Foster a culture of teamwork, excellence, servant leadership, and accountability.

Qualifications

- A personal relationship with Jesus that is devoted to God 's Word, sensitive to the leading of the Holy Spirit, and displays the godly character necessary to serve and lead others.
- An active member or regular attender of Mount Calvary Church (or willing to become a member) who agrees with the church's Statement of Faith.
- A self-motivated leader who works well independently while effectively leading and serving alongside others.
- Strong organizational, problem-solving, interpersonal, and communication skills.
- Comfortable using—or willing to learn—technology such as computers, tablets, smartphones, and facility management software.
- Experience in facility maintenance, construction, plumbing, electrical work, HVAC, or related trades is preferred. A willingness to learn is essential.
- Physically capable of performing the demands of the position, including lifting up to 50 pounds, pushing and pulling heavy objects, climbing ladders, working in crawl spaces or attics, standing for extended periods, and working outdoors in various weather conditions.
- A bachelor's degree or comparable work experience is preferred.

Mount Calvary Church reserves the right to update, revise or change this job description and related duties at any time.

Updated July 2026