

TITLE OF POSITION: Building Maintenance

PURPOSE OF POSITION: The Facilities Maintenance position is responsible for performing general maintenance and repair at Uniontown Bible Church. Experience in construction and a degree of certification from a technical school will be beneficial in this role. Good working knowledge of building skills including HVAC, plumbing, drywall installation, painting and general building repair is a must. This individual must be adept at using a variety of hand and electrical tools. Job activities include but are not limited to keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation. This position requires problem solving ability, a fix it type individual able to work well with, supervise volunteers and willing to aid in this critical function of the church.

REPORTS TO: Operations Manager

ONGOING RESPONSIBILITIES:

- Inspect, fix and maintain building equipment and structure.
- Maintain electrical, mechanical, plumbing & climate control systems.
- Perform carpentry such as repairing furniture, construct shelving, replace switches, and basic appliance repair.
- Maintain fire, smoke, security and other safety systems.
- Paint, patch and sand walls and outside structures as needed.
- Mop, launder and remove trash.
- Maintain care of inside plant life other than office areas as needed.
- Transport equipment, furniture and items.
- Replace light bulbs, provide keys, change batteries.
- Responsible for setting outside lighting timer to proper setting for evening.
- Replace and maintain a current inventory of janitorial and maintenance supplies/parts.
- Prepared to help setup rooms, chairs, tables, baptistery and other items as per calendar of events.
- Set climate control systems as per calendar of events.
- Pressure wash outside building areas and equipment as needed.
- Program manage facility repairs with volunteer labor force.
- Deep clean flooring as needed.
- Other duties as assigned.
- On call for building maintenance emergencies.

PRIMARY STRENGTHS/GIFTS/TALENTS REQUIRED:

Character:

- Vital, growing relationship with Christ

Chemistry:

- Biblical philosophy of ministry in alignment with Uniontown Bible Church
- Able to function well in a team environment where adapting to growth & change is the norm.

Competence:

- Ability to work in a team environment with members of varying skills.
- Detail oriented, able to work quickly and precisely under pressure.
- Management / organizational skills.
- Problem solving ability, versatile.
- Physical - Must have the ability to climb heights/ladders and lift up to 60 lbs.
- Personal inventory of tools required to perform general maintenance
- Ability to work a varied schedule (including Saturdays) in any and all adverse weather conditions.
- Mechanical aptitude.

TOP MEASURABLE GOALS FOR 2020:

1. Create a listing of individuals able and willing to support this job function including a schedule of availability.
2. Ensure Building Maintenance checklist of duties is up to date.

APPROXIMATE TIME REQUIRED BY POSITION: UP TO 24 HRS/WEEK