

SENECA UNITED METHODIST CHURCH

Job Description

Approved: 2013

- TITLE:** Church Maintenance Person
- SUPERVISORY:** Administrative Council, Trustees Committee, Senior Pastor, Coordinator of Congregational Care and for employment of – Pastor Parish Relations Committee (PPR)
- SALARY:** Hourly as per the Recommendation of the PPR Committee
- SCHEDULE:** Turn in Timesheet Monthly for Hourly Pay with a maximum of Ten hours per month and additional as approved by Trustee Committee

QUALIFICATIONS:

- Be able to lift up to 50 lbs.
- Able to safely use hand and power tools, ladders
- Experience with minor structural repairs
- Experience with minor repairs on equipment
- Experience with contacting and working with repair companies
- Organizational skills to complete necessary duties and get needed supplies
- Able to read and follow directions, prints, working drawings
- Criminal and Child Abuse Clearances

DUTIES AND RESPONSIBILITIES IN COOPERATION WITH SUPERVISORS LISTED ABOVE:

- Always present herself/himself in a professional, friendly, cheerful and compassionate manner
- Always be ready to assist in whatever situation arises with a cooperative spirit
- All maintenance work will be done in a neat, accurate and punctual manner to reflect well the image of the church
- Regular duties such as:
 - Perform preventative maintenance to all systems – heating, plumbing, ventilating, electrical operation, fire protection, etc.
 - Painting due to normal wear and tear
 - Patch plaster cracks and damage to dry wall surfaces
 - Repair or replace electrical as needed
 - Replace ceiling tiles
 - Maintain and repair door/window locks and other related mechanisms
 - Maintain appropriate time on the clocks and outside timers
 - Assist custodian with strip/wax tile floors annually
 - Check regularly and repair as needed
 - Fans and heating system
 - Faucets, toilets, water tanks, etc.
 - Clean and pick up after completion of any maintenance project
 - Schedule necessary inspections on boiler, fire extinguishers, etc.
 - Report any issues or malfunctions beyond your skill level to the Trustee Committee
 - Assist with contacting and scheduling with contractors or outside repair persons
 - Order or pick up supplies as needed for maintenance repairs
 - Work with custodian cleaning and changing the lights in the ceiling of the sanctuary
 - Prepare estimated budget for supplies and equipment annually by November for the Finance Committee
 - Other duties and responsibilities as assigned by the Trustees, Council or Pastor
- Wage increase will be recommended yearly by the PPR Committee for budget preparation prior to the annual church conference (annual interview and evaluation is recommended)
- Any emergency or absence should be reported to the Trustee Chairperson or Pastor if the Chairperson cannot be reached in a timely manner.
- No paid vacation or absence time
- Additional hours as approved