



CHRIST COVENANT
CHURCH

FACILITIES MAINTENANCE

Operations Department

Summary Job Description

Reporting to the Operations Supervisor the full-time Facilities Maintenance staff is responsible for ensuring the maintenance, repair and set up of facilities, grounds, and equipment are met on a timely basis. This person will also be able to proactively identify maintenance issues that need to be addressed as well as show initiative, work without supervision, and be dependable.

Essential Functions & Responsibilities

Duties Include:

- Receives work orders through computerized maintenance management software and verbal instructions from supervisor.
- General maintenance, including, but not limited to cleaning, plumbing, electrical, carpentry, masonry, and renovations. Additional tasks may include disposing of trash, replacing light bulbs, tightening cabinetry, and polishing floors.
- Facilitates ministry and outside group use of Audio Visual and IT equipment in church and school meeting rooms.
- Assists with moving furniture and unloading and storing supplies.

Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life.
- Eager to serve in a Christian learning environment, modeling diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- Desire to enable the Operations Supervisor to be highly effective.
- Desire to enable ministry in all facets of Church and School life.
- Must be able to follow written and verbal directions closely.
- Must maintain the highest standards of safety and precaution in every operation, exhibiting foresight and awareness of potential hazards.
- Skill and expertise to fulfill the wide variety of maintenance issues a Church and Day School demand.
- Experience working in all aspects of maintenance.
- Experience working cooperatively with all kinds of people.
- Experience managing audio visual and IT equipment is preferred, but not required.
- High school diploma or equivalent.
- 3-5 years of experience working construction and/or maintenance.

Physical Demands

This position requires continuous standing; walking; using hands to grasp or feel; kneeling, crouching, or crawling; bending or twisting; and climbing ladders and using lifts. The employee is required to talk and/or hear, reach and lift with arms and hands. Must be able to lift 70 pounds.