



CHRIST COVENANT
CHURCH

FACILITIES MAINTENANCE

Operations Department

Summary Job Description

Reporting to the Operations Supervisor, this full-time Facilities Maintenance role will be responsible for ensuring the timely setup of facilities, grounds, and equipment; as well as the maintenance of campus buildings/spaces. This person will be able to proactively identify maintenance issues that need to be addressed as well as show initiative, work without supervision, and be dependable.

This is a full-time, benefits eligible, 40 hour per week position requiring in-person work primarily Monday – Friday.

Essential Functions & Responsibilities

Duties Include:

- General maintenance including but not limited to: cleaning, plumbing, electrical, carpentry, masonry, and renovations.
- Set up and tear down of school and church spaces to include: moving equipment, tables, and chairs into various configurations to facilitate meetings, activities, and events.
- Tasks including but not limited to 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.
- Receives work orders through computerized maintenance management software and verbal instructions from supervisor.
- Assists with moving furniture and deliveries 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 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.
- 1 - 3 years of experience working construction and/or maintenance preferred.

Physical Demands

This position requires continuous standing; walking; using hands to grasp or feel; kneeling, crouching, or crawling; bending or twisting; and frequently 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 consistently lift 70 pounds.

To Apply:

Please visit <https://christcovenant.org/about-us/employment/>, complete an application, and email your application and resume to humanresources@christcovenant.org.