

General Maintenance Position

The General Maintenance position is full-time and will maintain all church facilities. Responsibilities include working directly with the Building & Grounds Supervisor in assisting with setup of facilities for church events and building operations. The Facilities Maintenance position will accomplish preventative maintenance on all facilities/equipment, perform needed repairs/service, monitor/assist contractors, and volunteers making sure necessary tasks are accomplished.

II. REPORTING RELATIONSHIPS

The General Maintenance person works directly with the Building & Grounds Supervisor to accomplish proper building maintenance. The position reports to the Building & Grounds Supervisor and Church Business Administrator for all personnel issues for daily facility maintenance duties.

III. MAJOR JOB RESPONSIBILITIES

A. Responsible for maintenance in the following areas:

- Main Sanctuary
- Fellowship Hall
- Gymnasium
- Youth Sanctuary
- Calvary Courts
- Lavender Properties
- Classrooms
- Church equipment
- All church-owned grounds

B. General maintenance work in buildings:

- Maintain a list of repairs needed and repairs completed (work order list)
- Minor repairs to doors, windows, cabinets, floors, ceilings, etc.
- Add touchup paint and make cosmetic repairs
- Minor plumbing repairs
- Minor electrical repairs
- Minor installation projects
- Minor carpenter projects
- Coordinate yearly inspection fire system
- Be knowledgeable on the security camera system
- Work with insurance companies on claims
- Operate and maintain the security door system and hard keys to buildings
- Review and update church property and equipment list annually
- Change light bulbs throughout all facilities and on grounds
- Initiate and maintain a labeling system for all electrical components (breaker panels, outlets, light switches, fire exits, backup batteries, etc.).
- Maintain the church facilities in compliance with all codes from the city, county, and state
- Ensure the safety of all personnel
- Ensure that all inspections/audits will pass at any given time

C. General vehicle maintenance:

- Maintain church-owned vehicle inspection and registration
- Assist Transportation team

E. Maintenance equipment responsibilities:

- Keep Maintenance area clean and organized
- Maintain proper storage of chemicals and consumables
- Maintain and service all tools and equipment

F. Other responsibilities:

- Assist office personnel with heavy lifting jobs
- Assist in set-up and take-down work before and after functions
- Required to perform all other duties assigned to fulfill the objectives of New Mount Calvary Baptist Church

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IV. JOB SKILLS AND REQUIREMENTS

- Discretion and confidentiality in all matters related to church members and church business
- Commitment to ongoing spiritual and professional growth
- Commitment to supporting the mission and vision of New Mount Calvary Baptist Church
- Ability to work with and support the volunteers, members and staff at New Mount Calvary Baptist Church
- Excellent verbal and written communication skills
- General knowledge of building maintenance, general carpentry, plumbing, electrical and custodial skills
- Ability to become familiar with all aspects of the facilities and systems
- Maintain documentation on all service agreements, warranties, safety related documentation, invoices, etc.
- Provide invoices and receipts to the Financial staff person for payment
- Attend staff meetings
- Finish all repairs and small projects in a timely manner

The General Maintenance position is largely unsupervised and requires self-motivation, accountability for time and expenses, and integrity. The maintenance personnel should put forth a reasonable effort in doing their job while constantly looking for small projects and repairs without being instructed or informed. Much of their work should result from routine checking.