

Position Title: Facilities Maintenance Engineer

Position Status: Full Time/Salaried

Reports To: Operations Manager

Position Scope:

The Facilities Maintenance Engineer is responsible for ensuring that the church's physical facilities, equipment, systems, and grounds are properly maintained and repaired or replaced as needed to ensure the church's readiness and ability to successfully carry out its mission and ministries. The incumbent reports to and supports the church Operations Manager. The incumbent must be able to establish and maintain good working relationships with other staff members, volunteers and the congregation in general. He or she may be tasked with additional responsibilities as deemed appropriate and necessary by Clergy.

Nature of Working in Church Environment:

The Facilities Maintenance Engineer must be spiritually and emotionally mature, a committed Christian, a regular participant in the life of a church, and be able to see and share his/her work as ministry. The incumbent must be able to distinguish between a church environment, which depends heavily upon its volunteers, versus a secular environment, which works mostly with paid employees. This distinction is critical to the function and success of the position. As a part of the Christian community, it is imperative that the incumbent understand that he or she is viewed as an example of Christian virtues and must be sensitive not to violate these virtues through behavior, attitude, actions or speech. The unique nature of the church environment makes such attributes as friendliness and positive attitude absolutely critical.

Duties and Responsibilities:

The Facilities Maintenance Engineer is responsible for:

- Working closely with Operations Manager to oversee and manage the church facilities, equipment and grounds.
- Maintaining upkeep of the building, grounds, and maintenance equipment and making repairs as needed and or requested.
- Investigating complaints about service and equipment and taking corrective action.
- Inspecting and evaluating the physical condition of facilities to determine the type of work required.
- Recommending changes that could improve service and increase operational efficiency.
- Inventorying stock to ensure that supplies and equipment are available in adequate amounts.
- Advising the Operations Manager regarding new equipment purchases.
- Creating a master inspection and preventative maintenance inspection schedule.
- In accordance with the master schedule, inspecting equipment and systems, including alarm systems, fire extinguishers, and first aid equipment to ensure that everything is in working order.
- When such work is within the incumbent's experience and skills and can reasonably be accomplished with in-house resources (including volunteers), maintaining and repairing church and

school equipment, electrical systems, plumbing systems, HVAC equipment, building fixtures and so on.

- In other cases where the difficulty of the work is beyond the skill and experience of the incumbent, identifying, recommending and overseeing outside sources necessary to carry out the maintenance or repair.
- Identifying and recommending contractors/vendors for such activities as janitorial services, grounds keeping, carpentry, painting, other repair work or minor renovations.
- Working with contractors/vendors to ensure completion of contracted system maintenance and repairs, inspecting work to ensure that it meets specifications and established standards, and communicating with Operations Manager regarding outcomes of repairs.
- Working with lay leaders and volunteer workers in support of regular activities and special projects
- Meeting building inspectors and resolving any deficiencies
- Maintaining inventory of cleaning and other supplies
- Responding to emergencies, including fire or security alarms, as they occur.
- Accompanying contractors and vendors while on church property as needed.
- Acting as on-call handyman when needed
- Maintaining accurate maintenance logs
- Performing other duties as assigned by the Operations Manager or pastors.
- Work week: Monday – Friday, 7:30am – 4:30pm, one-hour lunch.

Education and Job Skill Prerequisites:

The incumbent must be a high school graduate, must be detail-oriented and have demonstrated the ability to manage time and responsibilities independently, and must have strong critical thinking and creative skills. The incumbent must have a thorough working knowledge of facility equipment units, their usage, and safety procedures and must have a flexible schedule. This position requires experience and familiarity with electrical systems, plumbing, carpentry, construction and related fields. Five years of facilities maintenance experience is preferred. The incumbent must be able to work in constricted areas and climb tall ladders. This position involves frequent lifting and working both indoors and outdoors during varying weather conditions.

This job description in no way states or implies that these are the only duties to be performed by the employee. They will be required to follow any other job-related instructions and to perform other job-related duties as requested. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employee contract, implied or otherwise, except that of an at-will employment relationship.

Sr. Pastor: _____ Business Director: _____

Date: _____ Date: _____