

Life Church Facilities & Grounds Job Description

Role Summary

The Facility Maintenance position will provide general and preventative maintenance and basic repairs to church building and grounds.

Primary Duties and Responsibilities

Building

- Provide preventive maintenance of HVAC (including air unit in closet).
- Maintain lighting, checking bulbs and replacing as necessary.
- Minor repairs to building.
- Minor plumbing and electrical repairs (i.e. toilet, sinks, light switches, etc.).
- Minor installation projects (i.e. shelving, cabinetry, etc.).
- Maintain filters of kitchen appliances & water fountains on a regular basis.
- Ensure that roof, rain gutters and drains are well-maintained.

Grounds

- Ensure that all landscaped areas are free of weeds and are watered when necessary.
- Mulch landscaped areas, fertilize and trim plants as needed.
- Keep grounds well maintained, removal of all debris and litter.
- Ensure parking areas, patios, walkways and all signage are clean and well-maintained. Use blower to clean front porch & sidewalks Sunday a.m.
- Ensure that all outside lighting is working properly and timers are set correctly.
- Maintain sprinkler system and timer. Arrange major repair work if needed.
- Minor tree and branch trimming and removal.
- Inspect / treat for ants and wasps.
- Pressure washing of building walls and patio area.
- Maintain gravel parking lot, leveling any holes and tire grooves and keeping area free of weeds.

Miscellaneous

- Check weekly punch list, completing all tasks in a timely manner.
- Installation and removal of all indoor and outdoor banners.
- Set up and take down of baptismal.
- Oversee semi-annual Workday, if deemed necessary.
- Procure quotes for large repairs and oversee the specified project.
- Keep maintenance area in shed clean and organized, replacing supplies as needed.
- Oversee building and grounds volunteers.

Average Hours/Week: 4-6

Status: Part-Time

Reports To: Elaine Schlung