

**Position:** MAINTENANCE ENGINEER, amended August 2015

**Responsible to:** The Church Administrator and Trustees Chair, Pastor and SPRC.

**Coordinates with:** Pastor, all church staff, vendors, suppliers and various user group representatives.

**Basic Function:** Provides basic building maintenance services in a proficient, professional and timely manner. These services will include, but are not limited to cleaning, repair and general upkeep of the church complex.

**Principle Duties:**

- Daily inspection of building to assess mechanical functioning of equipment
- Coordinate contractual services, as needed
- Insure of adequate inventory of supplies, and submit orders, as needed
- Coordinate custodial schedules and duties, to maintain a safe and clean environment
- Insure of continuous coverage of security during church activities/hours, with notification being given to office personnel if maintenance/custodial staff need to leave the premises for a brief time.
- Report all contrary situations to the Church Administrator and church trustees immediately
- Develop written weekly activity/duty list, with scheduled work times
- Supervise/Coordinate custodial duties to insure that the following are accomplished:

**INTERIOR AREA:**

- Clean and assist with setup as necessary for special events during the week and weekends, based on schedule and notification provided through the Church Administrators;
- Clean and sanitize restrooms and replenish all coordinating supplies;
- Empty all building trash containers;
- Maintain clean and obstruction-free entry ways;
- Dust all horizontal surfaces, except desktops/remove cobwebs;
- Vacuum all carpeting and runners;
- Clean all entry glass and interior windows;
- Maintain cleanliness and order of all closets and storage areas
- Maintain church van in accordance with Church Administrators and trustee requirements;
- Strip and wax floors; shampoo carpets, as equipment is available;
- Maintain/change light bulbs as necessary

**EXTERIOR AREA:**

- Shovel and salt as necessary and coordinate any additional contractors for same with Church Administrators;
- Remove debris on regular basis from grounds;
- mow grass and maintain weed-free appearance;
- clean windows on first floor level

- Perform custodial duties, when not addressed by custodial staff

**PERSONAL QUALITIES:**

- Physically able to perform the duties;
- excellent work ethic;
- maintains strict confidentiality concerning activities of the church;
- possess a sense of mission and purpose in fulfilling this position;
- Is respectful, enthusiastic, friendly, and possess a sense of humor;
- Accepts the UMC policy of “Open doors/Open Hearts/Open Minds”
- Works cooperatively in a team ministry with the entire staff

**POSITION QUALIFICATIONS:**

- High School diploma or equivalent
- Basic knowledge of carpentry, mechanical, electrical, plumbing, etc.
- Comfortable with boilers, air conditioning, etc.
- Previous experience in a related position

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Signature of Employee

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Date

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Signature of Pastor

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Date

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Signature of SPRC, Chair

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Date