



**MINISTRY DESCRIPTION**

<b>Position Title: Building Maintenance Associate</b>	<b>Department: Facilities</b>
<b>Reports to Position Title: Building Maint. Engineer</b>	<b>Revised: May 2018</b>

- Full-time     
  Part-time     
  Contract  
 Exempt     
  Non-exempt  
 Pastoral Ministries     
  Administrative Ministries

**POSITION SUMMARY:**

The Building Maintenance full time employee shall be appointed by the Director of Facilities and shall be directly accountable to the Building Maintenance Engineer.

**GENERAL QUALIFICATIONS:**

- Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit.
- Has a commitment to personal and active participation in the fulfillment of the Great Commission. (Matthew 28:18-20)
- Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
- Has demonstrated a spiritual capacity and heart willingness to view this ministry as being a ministry unto the Lord, by serving the body of Grace Church.
- Compatibility with the Grace Church Mission, Vision, Values, and Priorities and a lifestyle appropriate to a person in Christian ministry.
- Has a commitment to prayer, as evidenced in both corporate and personal prayer times.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Minimum years of relevant experience: Minimum of 1 year experience in facilities.
- Education: High School Diploma or equivalent, technical schooling in facilities, such as carpentry, electrical, etc.
- License/Ordination:
- Knowledge areas: Electrical, carpentry, Painting, general facilities knowledge
- Flexibility for evenings/weekends:  Yes       No
- Computer applications:  
 Level:  Expert       Intermediate       Novice/Beginner
- Communications:  
 Public Speaking       Writing       Telephone  
 Small Groups       Counseling
- Management/Leadership Experience:
- Other Skills:

**ESSENTIAL FUNCTIONS, PRINCIPLE DUTIES, AND RESPONSIBILITIES:**

1. Maintain all classrooms, offices, corridors, worship spaces, common areas, and retail centers in regards to construction, painting, office furniture maintenance, worship center chair maintenance, etc.
2. Replace damaged and worn out carpet/new installations as necessary.
3. Provide general and preventative maintenance for bathroom drains, kitchen drains, and drinking fountains.
4. Assist with building maintenance including campus lighting, wall repair, glass work, water spigots, and window cleaning.
5. Provide snow removal and ice control assistance including snow plowing and salting.
6. Receive email requests for maintenance, put into schedule, and address each need according to the schedule.
7. Assist with special projects.
8. Assist in ministry support for all departments.
9. Perform and lead painting projects as required both interior and exterior on an as needed basis.
10. Be available for special events prior to and during, as required.
11. Be on call for facility emergencies 24/7.
12. Other duties as assigned.

**REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:**

Position Titles of Direct/Indirect Reports

Direct

Indirect

Total Direct:

Total Indirect

**COMPLETED BY:**

Supervisor: Dale Nelson

Signature: \_\_\_\_\_

Date:

**APPROVED BY:**

Director of Operations: Sam Houston

Signature: \_\_\_\_\_

Date:

**REVIEWED BY HR:**

HR Manager: Kelsey Hallstrom

Initial:

POSITION DESCRIPTION IS NOT LIMITING, BUT SERVES AS A GUIDE FOR PRIMARY RESPONSIBILITIES.