

# **Church of *the* Resurrection –Job Description**

**POSITION:       Maintenance  
                      Part Time**

## **FUNCTIONS:**

- Collaborates with staff in determining room set-up (tables, chairs, equipment) on a weekly basis, responsible for set-up completion. Arrange desks, files, and other office equipment.
- Makes minor repairs and inspections of equipment.
- Operates machinery and equipment in a safe environment.
- Performs light maintenance as directed by the Maintenance Supervisor. Includes but not limited to: snow removal, lawn mowing, pew repair, and replacement of light bulbs.
- Inspects and cleans walls for graffiti and markings, if necessary.
- Checks outside buildings, roof, and parking lot for damage, litter and/or conditions of general deterioration.
- Assists other maintenance personnel on an “as needed” basis.
- Performs scheduled monthly, semiannual, or annual janitorial duties; i.e., floor waxing, painting, window washing, carpet cleaning as directed by supervisor in accordance with a facilities maintenance schedule.
- Oversees Possibilities personnel with assigned tasks.
- Provides set-up and cleaning of facilities for evening or weekend activities as directed by the supervisor on an “as needed” basis.
- Occasional supply runs and errands.

## **REQUIREMENTS:**

- Must have a Class C Boiler Operator License.
- Knowledge of supplies, equipments, materials, and methods used in janitorial, grounds keeping, and maintenance work.
- Ability to make minor repairs to buildings and equipment.
- Ability to understand verbal and written instructions.
- Ability to use computer programs including Microsoft Office, Google Suite, and facilities monitoring systems.
- Thorough knowledge of occupational hazards and corresponding safety precautions necessary for the safe use of equipment to complete assigned tasks.
- Position requires frequent evening and/or weekend hours. Flexibility within a 40 hour week.
- Conduct which is consistent with and supportive of the mission and purpose of the Church
- Must observe and follow the behaviors and policies outlined in the Code of Conduct of the Church of the Resurrection, Virtus Safespace Training, and the Employee Handbook.
- Must have the ability to perform outlined tasks with minimum supervision.
- Must be self-motivated and able to handle stressful situations and changing priorities.
- Ability to relate well with others and communicate calmly and professionally.
- Attend all staff meetings and retreats when possible.
- Willingness to attend training
- Meet with Parish Administrator and Pastor as needed
- Open to changes in job description and completes other duties as assigned by the Maintenance Supervisor, Parish Administrator, or Pastor.
- Responsible to the Maintenance Supervisor

**WORKING CONDITIONS:**

- Frequent lifting
- Exposure to climate changes and temperatures
- Must be able to lift and carry objects weighing 15-50 lbs.
- Ability to do lifting, bending, stopping, reaching and climbing ladders within safety standards for job related tasks

**REPORTING RELATIONSHIPS:**

This position reports directly to the Maintenance Supervisor and ultimately to the Parish Administrator and Pastor.

I have read this job description and agree to carry out the duties and responsibilities of this position.

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Employee Signature

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Date