

Faith United Methodist Church
Maintenance-Part Time

Reports to

Trustees and Pastor

Job Overview

This position involves doing general maintenance and repairs for the church, checking areas that need more technical support, responding to maintenance requests, and maintaining a record/log of scheduled services and completed requests. This position would be 3 times a week, probably only half days, preferably Monday, Wednesday, and Friday though this could be somewhat flexible. Pay is \$15 per hour.

Responsibilities and Duties

Electrical:

- Emergency exit lights
- Check timers for outside lights
- Replace clock batteries
- Replace light bulbs when needed
- Replace fluorescent tubes and/or light fixtures
- Replace thermostat batteries
- Check service generator

HVAC

- Check and change filters
- Check belts
- Call Trustee Chairperson before contacting Griffen
- Range filters in kitchen-call for service when needed to be changed

Plumbing

- Check and repair toilets
- Clean and rebuild faucets
- Change filters on ice machine (only every 2 years)
- Maintain dishwasher
- Check drains in all sinks
- Septic system-call for service once every 2 years
- Water testing for Day Care

Structure/Carpentry

- Door hinges-lubricate
- Door stops
- Check ceiling tiles
- Check for carpet snags

Grounds

- Check the perimeter of the building and grounds
- Check and maintain sprinkler system and arrange winterizing

Keeping a Log

Perform other duties as assigned

Qualifications

- *Working knowledge and experience with plumbing, electrical and HVAC duties as described above
- *Personal integrity in providing services, accurately recording time worked, maintaining a demeanor appropriate for a church setting and around children
- *Acquire and maintain certification for water testing
- *Basic computer skills (keeping log and receiving /sending emails related to maintenance requests