

## Maintenance Assistant Job Description

### First Pres Mission

Our mission is to invite all people to say “yes!” to Jesus with their whole lives. Employees support this mission in how they live and work, interacting with all who engage the church in a way that respects individuals and glorifies God.

### Schedule

Sunday (7:30 – 1:30) and Monday – Thursday (8:30 – 5:00).

### Position Purpose

The purpose of this position is to provide general maintenance, event support, and janitorial work on the church property.

### Primary Responsibilities

- Perform daily routine and preventive maintenance based on best practices and through use of church work-order system.
- Notify leadership when inventories of parts and maintenance supplies need to be ordered.
- Maintain and repair maintenance shop equipment.
- Monitor operation of church equipment and building systems to ensure proper maintenance and care to reduce down-time and costs.
- Assist with facility projects.
- Use church calendar system (currently E-space) to ensure church campus and specific rooms are set up for events, ministries, worship services, etc.
- Assist with janitorial work as needed to keep campus clean and welcoming for church members, guests, and employees.
- Serve as on-site facility representative for church services, weekday events, etc.
- Follow all safety, health, and environmental policies and procedures.
- Ensure that local, state, and federal regulations are met at all times.
- Communicate directly with the Facility Manager and leadership to coordinate maintenance and repairs.
- Ensure asset cleanliness including maintaining an organized and safe shop environment for co-workers.
- Assist with building improvements and expansions.
- Other duties and responsibilities assigned as needed.

### Reporting Relationships

- This position reports to the Facility Manager.

### Qualifications

- Minimum High School diploma with vocational education and/or hands-on experience.
- Five years of related asset maintenance and repairs experience.
- Mechanical equipment experience, basic plumbing repair skills, basic electrical safety, troubleshooting, and repair skills.
- Familiar with standards, concepts, practices, and procedures in the area of facilities and maintenance, special events.
- Excellent listening, verbal, written, and interpersonal communication skills.
- Understanding of importance of maintenance records (work orders).
- Flexible with hours and able to work some overtime and weekends, if needed.
- Possess basic computer and software comprehension.
- Ability to work safely together with others, or alone, affecting repairs as needed.
- Must be able to move within and around buildings.
- Must be able to lift, push, and pull at least 60 pounds.
- Ability to work with teammates in a flexible manner with the goal of carrying out the FPC Mission.

To apply, please send cover letter and resume to the church Business Administrator, Ron Britt at [ronb@1stpres.com](mailto:ronb@1stpres.com).