

PART-TIME ASSISTANT FACILITIES MAINTENANCE

ST. BARTHOLOMEW'S EPISCOPAL CHURCH

POSITION DESCRIPTION:

The Part-time Assistant Facilities Maintenance Person at St. Bart's is responsible for assisting in the maintaining the parish buildings and grounds. The Part-time Assistant Maintenance Person personally performs tasks and projects related to HVAC, electrical, plumbing, security, environmental, safety, custodial, and event coordination. This position requires a team player with excellent interpersonal and communication skills with attention to details, and project coordination and management experience.

The Part-time Assistant Facilities Maintenance Person will have a clear understanding of how to perform the duties in a church environment and has the ability to collaborate with, and support, the Rector, parish staff, and parishioners.

QUALIFICATIONS:

1. Must have good interpersonal skills, and work effectively with all church personal, parishioners, and church committees and ministries.
2. Is self-motivated and willing to serve.
3. Ability to initiate and provide leadership to finish projects as planned.
4. Must have handyman level experience and knowledge to perform troubleshooting and remove and replace maintenance tasks.
5. Proficient in computer applications using Word, Excel, Outlook, and other church computer programs.
6. Minimum of two years' experience in some form of facilities maintenance management including, but not limited to, Church Sexton, Building Supt., Handyman, Tradesperson, military, etc.
7. Ability to safely lift a minimum of 50 lbs.

MAJOR RESPONSIBILITIES:

1. Performs all work related to the maintenance of the parish buildings including but not limited to HVAC, electric, plumbing, custodial and security of the parish.
2. Assists with Landscape Services Contract, the Columbarium Committee, and Green Thumbs Ministry on matters related to the maintenance of parish grounds and insures that all repairs, testing, and visual components are in compliance with the Poway, California property standards.
3. Assists with keeping accurate records of all significant repairs on buildings and grounds.
4. Assists with providing event coordination. Ensures proper scheduling of set up and take down for meetings, events, worship, weddings, funerals, inurnments, and otherwise as directed.
5. Keeps buildings safe by insuring they meet building code standards and requirements, including all repairs.
6. Promotes a positive team attitude with church employees, and volunteers.

REPORTS TO: Parish Administrator/ Exec. Assist, Sexton.