

Job Description for **Grace Church Facilities Maintenance Manager (Part-Time)**

Salary will depend on job experience / 20-35 hours per week

1. Purpose of the Job:

- To assist in management of all maintenance required at Grace Church; to promote the utilization of the Facilities Department to accomplish the vision of Grace Church.

2. Experience and Knowledge Required:

- Must have the ability and desire to be a leader
- Self-Motivated
- Must have working knowledge of electrical, plumbing, and basic construction
- Ability to work without supervision
- Ability to manage and teach others
- Must be able to set and achieve goals
- Must possess basic computer skills
- Ability to follow detailed instructions and complete tasks quickly
- Ability to maintain good attitude in difficult situations
- Must be able to read blue prints, schematics
- Must be able to work under pressure
- Must possess a willingness to continually learn
- Must have a servant's heart
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Must be willing to work with and assist other departments

3. Essential Functions and Responsibilities:

- Understand fire alarm systems and possess ability to teach other leaders
- Responsible for making sure HVAC is functioning as designed, including duct sensors
- Complete all work tickets in a timely manner
- Responsible for making sure as best possible everything is in working order for services, events, and conferences

4. Examples of areas of Responsibility:

- As scheduled, to be on call during all services
- As scheduled, to work services where extra help is needed
- As scheduled, to come in on days you are on call to handle emergencies

Conferences & Events:

- Be part of the planning process for all events, coordinating with the events team
- To be on hand/call to handle emergencies during an event
- To provide assistance during the event where needed
- Provide the same basic services required for Events

General Requirements:

- Responsible for the overall health of the Physical Grace Facilities
- Electrical, Plumbing, HVAC, Structural of all buildings

Employee's possess and exhibit the following core values in their daily lives:

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Protective of and frugal with time and money

Physical Demands:

- Must be willing to lift heavy items

Supervisory Responsibilities:

- Must be able to work well with and manage others