

**EASTMINSTER PRESBYTERIAN CHURCH
FACILITIES I**

Revised: 6/10/2021

ACCOUNTABLE TO: Chief Finance/Administration Officer

SUPERVISOR: Director of Facilities

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Room Preparation (50%)
Sunday classrooms
Weddings and Funeral
Event setup / takedown
Custodial assistance as needed
2. Equipment:
Update maintenance log
Prepare vehicles for Sunday use
Maintain Internal / external lights
Change H-Vac filter and belts
Church vehicle light maintenance
Program Tracer H-Vac controls as needed
Supervise maintenance vendors as needed
3. Facility:
Painting
Basic Repairs – stucco, plaster, brick and stone
Minor remodeling and carpentry projects
Minor roof repair and drain upkeep
DX unit and Chiller coil maintenance
4. Grounds:
Landscaping and container upkeep
Sidewalks cleaned and maintained
Irrigation system upkeep
5. Safety and Security:
Material Safety Data Sheet (MSDS)
Chemical combinations and correct product use knowledge
Fire extinguisher maintenance
Video monitoring and building access
Conduct required government inspection service tours
Emergency on call services

QUALIFICATIONS:

A well grounded faith in Jesus Christ and Theological beliefs, and policies and practices,
Compatible with Eastminster Presbyterian Church

Minimum 3 year of previous building maintenance or custodial experience

Working knowledge of facilities mechanical systems

Must be able to lift at least 50 pounds, carry or move equipment, tables or chairs

Must be on call day, night and weekends as assigned

Proficient in event scheduling systems

Clear background check

CHARACTERISTICS:

Exemplifies the fruit of the Spirit and is approachable by staff/congregants by maintaining a positive attitude

Able to set priorities, multitask and be flexible

Thinks creatively to find cost saving solutions and process improvements

Team Player, Dependable, Trustworthy, Loyal, Honest

CLASSIFICATION:

Full-time, Salaried, Non exempt