

MAINTENANCE DIRECTOR, NICEVILLE CAMPUS

| | |
|------------------------|---|
| Position Title: | Maintenance Director Full-Time Non-Exempt Position |
| Date: | May 2023 |
| Supervisor: | Facility Manager |
| Purpose: | Helping people connect to Christ by creating a distraction-free and safe environment by keeping the church facilities orderly, secure, maintained and ready for ministry. |

PRIMARY DUTIES: (LIST MAIN DUTIES OF POSITION)

1. General maintenance work in buildings:
 - a. Maintain a list of repairs needed and repairs completed using the Spiceworks work order system
 - b. Minor repairs to doors, windows, cabinets, floors, ceilings, etc.
 - c. Add touchup paint and make cosmetic repairs
 - d. Inspect all church properties weekly
 - e. Minor plumbing repairs
 - f. Minor electrical repairs
 - g. Minor installation projects
 - h. Minor carpenter projects
 - i. Cyclical maintenance of HVAC – filter replacement, drain lines
 - j. Coordinate yearly inspection of elevator, fire and sprinkler systems
 - k. Operate and maintain the thermostat schedule for energy management
 - l. Operate and maintain hard keys to buildings
 - m. Change light bulbs throughout all facilities and on grounds
 - n. Initiate and maintain a labeling system for all electrical components (breaker panels, fire exits, HVAC connections, backup batteries, etc.)
 - o. Maintain and file copies of all contractor work (pest control, HVAC, elevator, electrical, roofing, major repairs, etc.)
 - p. Maintain the church facilities in compliance with all codes/regulations from the city, county, and state
 - q. Promptly address safety issues to maintain the safety of all staff and congregation
 - r. Ensure all inspections/audits will pass at any given time
 - s. Assist with Crosspoint Church Leadership or Executive requests as required
2. General maintenance on grounds:
 - a. Emergency storm preparations
 - b. Minor projects on playgrounds, fencing, irrigation, etc.
 - c. Maintain proper irrigation schedule
 - d. Minor tree and branch removal
 - e. Minor dirt work
3. General vehicle maintenance:
 - a. Maintain church-owned vehicle inspection and registration
 - b. Maintain all maintenance records on church vehicles
 - c. Assist the Transportation/Bus volunteers with pre-trip/post-trip deficiencies

4. Maintenance equipment responsibilities:
 - a. Keep maintenance area clean and organized
 - b. Maintain proper storage of chemicals and consumables
 - c. Maintain and service all tools and equipment
 - d. Schedule maintenance for large custodial cleaning equipment
5. Other responsibilities
 - a. Assist Facility Manager with ongoing capitalization plan
 - b. Make recommendations for facility improvements, upgrades or renovations
 - c. Run errands necessary for the job
6. Assist other staff whenever possible
7. Uphold the Staff Covenant.

SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)

1. Dedicated Follower of Jesus.
2. Ministry-minded; relationship-focused.
3. A self-starter who can multi-task, prioritize workload, and turn a vision into reality.
4. Work well with a team.
5. Think in terms of solutions.
6. Have a positive attitude.
7. Strong computer, technical, organization, and communication skills.
8. Embody a “whatever it takes” mentality.
9. Strong management skills to lead, organize, equip, and coach maintenance team.
10. Ability to carry 50 pounds.
11. Strong maintenance background and familiarity with the safe use of a wide variety of hand tools and power tools.
12. General knowledge of building maintenance, general carpentry, plumbing, electrical, and HVAC skills. Ability to work as a team and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)

1. Contributing to a distraction-free environment. Facilities maintained and ready for ministry
2. Chemistry and unity within the Facilities Team, and larger staff team.
3. Coach and develop Assistant Maintenance Technician.
4. Responsive to maintenance needs of the staff team.
5. Reliability and flexibility to support ministries of the church.
6. Good stewardship of church resources.

CONTINUING EDUCATION DESIRED: (LIST EXPECTATIONS FOR CONTINUING EDUCATION)

Attend position appropriate seminars, workshops and training as requested and approved by supervisor.