

# First Presbyterian Church Port Charlotte

## Job Description:

### Building Maintenance Worker

**Exempt:**                      **Non-Exempt:**    X                      **Full-Time:**                      **Part-Time:** X (20 hrs/week)

**Purpose:** The Building Maintenance Worker is a key person in our ministry. She/he is responsible for the overall maintenance of our property at First Presbyterian Church. The primary duties required of this position are to oversee, perform, and coordinate the safe, secure operation, use, maintenance, and repair of the physical property of the church, which includes buildings, equipment/appliances, vehicles, signs, and grounds; to prepare and update required facility plans and documents (blueprints and schematics); and to function as the primary staff contact for building contractors, government inspectors, and repairmen.

**Accountability:** Accountable directly to the Pastor/Head of Staff and to the Session through the Chairperson of the Buildings and Grounds Committee.

#### **Coordinated Efforts**

- Pastor/Head of Staff
- Custodial staff
- Building and Grounds Committee
- Church and the maintenance volunteers as supervisor and trainer
- Inspectors, contractors, sub-contractors, and repairmen as primary contact

#### **Primary Responsibilities:**

##### **I. Daily/Weekly Responsibilities**

- Perform required custodial services as needed.
- Perform before-and-after building/room preparation and clean up for routine and special events occurring during regular scheduled work hours.
- Set-up portable equipment utilizing information obtained from the room request and equipment forms.
- Perform routine preventive maintenance of the church vehicles, grounds/lawn equipment, heating and cooling systems, fire detection and extinguishing systems, security system, plumbing system, electrical systems, and all lighting systems.
- Oversee facility security and access by unlocking and locking the building.
- Maintain adequate inventory of custodial supplies and disposable products for the daily operation of the church facilities.
- Coordinate with office staff and monitor facility work contracted to independent contractors to ensure quality work is completed as scheduled.
- Maintain the grounds as needed.
- Additional responsibilities as needed.

## **II. Responsibilities Requiring Continued Updates with Established Annual Review Dates**

- In concert with the Disaster Preparedness and Safety Committee, the Building Maintenance Worker will ensure that required Emergency Preparedness Plans comply with county, state, and federal regulations by maintaining equipment, maintaining copies of current Emergency Preparedness Operation Plans, and scheduling employee training and drills regarding each employee's responsibilities in the implementation of the emergency plan:
  - Fire and Smoke Evacuation Plan
  - Severe Weather and Tornado Plan
  - Emergency Lockdown Procedures
  - Emergency Medical Assistance Plan
  - Hurricane Preparedness Protocol Plan
- Ensure that the church is compliant with the regulations established by the Occupational Safety and Health Act and that all employees are properly trained regarding workplace safety and hazards.
- Ensure that the AEDs are kept in good order with up-to-date supplies and working batteries.
- Ensure that the First Aid boxes are fully stocked.
- Maintain updated contents and equipment inventory records, annually review church property and equipment insurance coverage with the Finance Secretary, and make recommendations with the Pastor/Head of Staff to Session through the Building and Grounds Committee regarding adequacy of building, contents, and equipment insurance coverage.
- With the Pastor/Head of Staff and the Building and Grounds Committee, make line item recommendations to the Session regarding regular property budget items, major equipment purchases, and capital improvement projects.

## **III. As Required Responsibilities**

- Perform minor corrective repairs involving plumbing, electricity, dry wall, flooring, painting, etc.
- Assess major system and equipment failures and request specialist service for repairs when necessary from a list of preferred companies to ensure adherence to all codes of operation.
- Serve as the primary staff contact for all building contractors.
- Serve as the primary staff contact for government officials performing required inspections of church facilities. Notify the Pastor/Head of Staff and the Building and Grounds Committee of deficiencies or violations noted during inspections.
- Turn in all written repair invoices, records of inspections, and warranties to the Pastor's Secretary to be filed.
- Participate in the Buildings and Grounds Committee and Disaster Preparedness and Safety Committee meetings, staff meetings, and other meetings relative to facility and equipment use and maintenance.
- Discuss major repairs or remodeling required with the Pastor/Head of Staff and the Building and Grounds Committee.
- Perform other duties and special projects as agreed upon and scheduled with the Pastor/Head of Staff and the Buildings and Grounds Committee.

**Qualifications:**

**I. Education/Experience**

- High school diploma or equivalent
- Minimum 2 years work experience in a related field

**II. Character**

- Committed to being a faithful Christian
- Strong interpersonal skills
- Self-motivated and takes initiative
- Supportive team player
- Conscientious and diligent
- Professional demeanor
- Flexible
- Organized and detail-oriented
- Leadership skills

**III. Work Experience**

- General knowledge and application of plumbing, carpentry, electrical, painting, heating/ventilation, and floor care needs, which allow minor maintenance and repairs to be made before calling in service assistance
- A working knowledge of state of Florida and Charlotte County codes and compliance regulations for churches
- A working knowledge of OSHA safety regulations and guidelines
- Experience in maintaining written records regarding expenditures, contracts, warranties, repairs, and contents/equipment inventory
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**IV. Physical Ability**

- Ability to safely lift and move objects weighing 50 lbs or more.

**Evaluation**

The Building Maintenance Worker performance evaluation is conducted within the first 90 days by the Pastor/Head of Staff and then annually thereafter during the month of hire. The Personnel Committee will annually assess the adequacy of compensation and make recommendations to Session.

I have read and understand the contents of the Building Maintenance Job Description. I certify that based on my current skills plus those I am learning, I will do my best to carry out the Primary Responsibilities as Building Maintenance Worker.

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Employee Signature

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Date  
Date of Session Approval \_\_\_\_\_