

Good Samaritan Lutheran Church

Job Title	Maintenance/Facilities Manager
Position reports to:	Senior Pastor
Salary range:	\$12.00 - \$18.00 per hour (subject to 2018 budget)
Employment status:	Part-Time/Non-exempt
Days/Hours:	2-4 days / 10-20 hours per week
Position Overview	
Ensures that Good Samaritan's campus is well maintained, kept in good working condition, including clean and clutter free. Uses initiative and requires minimal direction. Proactively approaches campus maintenance in accordance with facility guidelines and procedures.	
Principal Accountabilities	
<ul style="list-style-type: none">• Possesses an accommodating and friendly nature; maintains a neat appearance.• Attends two weekly staff meetings per month; or as requested.• Ensures that campus buildings and property are well maintained and in good working order and grounds are aesthetically pleasing.• Responsible for basic facility maintenance/repair of electrical, plumbing, HVAC, etc.• Responsible for campus improvements such as painting, minor installations, etc.• Serves as liaison between GSLC and maintenance and facility vendors and provides feedback to supervisor regarding vendor product, services and performance.• Works with supervisor to do monthly campus walk-throughs to identify areas needing specialized maintenance, repair or upkeep.• Schedules and performs weekly, monthly and quarterly maintenance projects as outlined in the maintenance project checklist.• Consults regularly with supervisor to ensure and coordinate availability for upcoming church and school events.• Works with event coordinators and/or staff to ensure event staging, setup and teardowns are conducted with minimum disruption and in a timely manner.• Ensures employees and volunteers are notified in advance of any scheduled maintenance, cleaning or repairs that may disrupt normal routines or processes.• Ensures all chemicals, machinery and power tool equipment are properly maintained and secured to minimize personal injury or potential theft.• Documents and updates facility maintenance procedures and processes as indicated and maintains a centralized location for all equipment manuals and warranties.• Seeks input to ensure the needs of internal customers and service quality are met.• Looks to identify ways to improve efficiency and productivity of campus facilities.• Seeks ways to further develop key skills and improve personal performance.• Under supervisor's direction ensures adherence to campus facility budget.• In conjunction with supervisor, develops, tracks and monitors annual campus facility and maintenance goals in alignment with organizational goals.• Develops a team of qualified volunteers to assist during peak or high-volume periods, for special projects or in the event of absence due to vacation, etc.• Performs other duties supervisor requests.	

Job Skills

- Good verbal and written communication skills.
- Experience working with cleaning equipment and materials
- 3-5 years of building maintenance experience preferred
- Maintenance technician experience or certification a plus

Educational Requirement

- H.S. Diploma or GED
- Some college preferred

Physical Requirements

- Ability to:
 - lift and carry up to 40 lbs.
 - kneel as necessary perform job responsibilities
 - stand for long periods (20-30 mins)
 - climb and stand on a 6 ft. ladder
 - work in outdoor temperatures of up to 100 degrees