



FIRST LUTHERAN CHURCH

Facilities Maintenance Manager

ABOUT US: The mission of First Lutheran Church is “making disciples of Jesus Christ for the transformation of the world.” Our congregation is part of the Evangelical Lutheran Church in America.

REPORTS TO: Lead Pastor with administrative guidance from the Parish Coordinator

STATUS: Part-time (20 hours/week, schedule is flexible)

JOB SUMMARY

The Facilities Maintenance Manager provides for the general maintenance of the church facilities, equipment, and grounds utilized by staff, congregant membership, and non-member use. This person is responsible for ensuring that the building’s systems function efficiently and effectively and maintain the landscaping and outdoor spaces.

ESSENTIAL JOB FUNCTIONS

- Perform maintenance as needed around the church building, including basic electrical, plumbing, carpentry, and painting. Duties include, but are not limited to, replacing light bulbs, maintaining equipment, and the upkeep and storage of all items, tools, and equipment used to maintain the building and property.
- Supervise the operation and maintenance of mechanical systems (HVAC/boiler), elevator, security system, sprinkler systems, and professional kitchen appliances.
- Contact appropriate service providers when service/repair is needed.
- Perform lawn care (including operation/maintenance of automatic sprinkler system, mowing, fertilizer/pesticide application, and pruning/trimming).
- Sidewalk snow removal (parking lot snow removal is contracted).
- Ensure that church vehicle is clean and in good working order; provide for repair/maintenance as needed and ensure registration is renewed annually.
- Respond to emergencies, such as power outages, equipment failures, and other building emergencies.
- Maintain accurate records of all maintenance and repairs performed.
- Serve in an advisory role to congregational Property Committee and cooperate with committee in ongoing maintenance plan of the church, including repair/replacement of large items and/or structural elements.
- Participate in Property Committee meetings and staff meetings as designated.
- Communicate with Parish Coordinator regarding meeting/event preparation. Duties include the setup/takedown of tables and chairs and the proper adjustment of air conditioning or heating to accommodate worship, gatherings, and meetings.

- Interact with the public, particularly when it comes to working with childcare center families and staff and church staff, volunteers, and members.
- Other projects as needed/assigned to ensure the maintenance, security, and safety of the facility and its occupants.

QUALIFICATIONS

- High school diploma or equivalent
- Minimum of two years of experience in facility maintenance
- Must have valid driver's license
- Strong working knowledge of building systems and equipment
- Able to clear sidewalks of snow on holidays, evenings, and weekends for church events and services or coordinate with volunteers
- Familiar with electrical, plumbing, and carpentry repairs and installation
- Strong problem-solving and critical thinking skills
- Strong communication, time management, and interpersonal skills
- Ability to work independently and as part of a team
- Familiar with gardening tools and equipment, such as mowers, trimmers, and leaf blowers.
- Able to identify and diagnose problems
- Attention to detail

PHYSICAL REQUIREMENTS

- Frequently lift and move up to 50 pounds.
- Must be physically able to perform the essential functions of the job, including sit, stand, walk, stoop, kneel, twist, crouch, and crawl, lifting, bending, and standing for extended periods of time and perform strenuous outdoor work in various weather conditions.
- Must be able to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Must be able to talk, hear, and communicate clearly.

HOURLY WAGE: \$20

- Eligible for paid vacation and paid sick leave.