



MAINTENANCE MANAGER

Position	Maintenance Manager
Reports to	Facilities Director
Ministry Target	Pastoral Staff, ministry leaders, attendees, public
Classification	Paid Staff, part time
Service Commitment	2 years, minimum
Maturity of Faith	Stable, growing Christian
Budgeted Hours	30 hours per week

The responsibility of the Maintenance Manager is to perform routine and preventative maintenance on church facilities, oversight and care of mowing and landscaping, light janitorial activities, and event preparation including room set up.

Qualified candidates will possess the following skills/abilities:

- Ability to work independently
- Personable, but diligent
- Solid time-management skills
- Basic knowledge of plumbing and electrical systems
- Physical ability to set up light furniture e.g. tables, chairs
- Ability to work outside in various weather conditions
- Ministry partner of Grace Bible Church

Responsibilities include:

- Spot cleaning of restrooms, lobby, and other areas of building as needed
- Oversight of mowing, weed eating, landscaping maintenance done by volunteers or performing these activities directly as needed
- Ministry activity set up as needed including setting up tables and chairs
- Completing minor electrical, plumbing and other repairs
- Attend weekly support team meetings/monthly all-staff meetings
- Additional special projects or tasks as specified by Facilities Director

Character/personality requirements:

- Confidentiality
- Adaptability
- Detail oriented
- Personal initiative
- Willing to help where needed

Spiritual gifts:

- Helps
- Service

Grace Staff Expectations:

- Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
- Embodies Christlikeness and leads with humility, character, and love.
- Demonstrates commitment to unity and willingness to work in a collaborative team environment.
- Personally engaged with Grace's mission, vision and strategy.
- Supportive of Grace's beliefs, values and practices.
- Consistently models the Staff Behavioral Values.
- Is a Ministry Partner renewing annually.