



FACILITY MAINTENANCE OPERATOR

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE FACILITY MAINTENANCE OPERATOR INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

The primary function of the Facility Maintenance Operator is to help ensure the physical church building and land of Baptist Grove Church is pristine and, ultimately, maintained in a way that reflects the excellence of God. The Facility Maintenance Operator is responsible for overseeing all contractors that work on the facility and ground keeping. This role includes some maintenance, repairs, facility inspection and set-up and breakdown of rooms for ministry/events.

GENERAL

- Must establish and foster exemplary relationships with church staff, volunteers, and members.
- Must be a mature Christian and have a growing relationship with Christ.
- Model Baptist Grove Church (BGC) vision for discipleship through growing in faith, strengthening relationships with others and serving the community.
- Pray for Senior Pastor, ministerial and administrative staff and Church family.
- Perform other duties as assigned.

FACILITY MAINTENANCE

- Coordinate the maintenance of heating and cooling equipment, septic tank, plumbing facilities, etc. according to a regular schedule as agreed to by the Trustee Ministry and associated commercial contractors.
- Maintains a catalog of contractors used by BGC for easy access when needed.
- Responsible for contacting contractors, overseeing their work and ensuring that work is completed correctly.
- Responsible for opening and closing buildings as required by ministry requirements.
- Oversee the cleaning services, pest control services and ground maintenance services to ensure fulfillment of promised services and keep log of completed rotating services.
- As needed, in support of the contracted cleaning service, perform ordinary maintenance and upkeep of facility, to include the following as needed: sweeping, occasional

mopping of (dry & wet) floors, removing trash and recycling; replacing bulbs; cleaning

glass cleaning and restocking bathrooms; cleaning/vacuuming carpets.

- Make minor mechanical, plumbing, furniture and other facility repairs, based upon competency and need.
- Receive and secure deliveries to the church (Amazon, FedEx, UPS etc.)
- Maintain the aesthetic appeal of the church by replacing light bulbs, removing trash/clutter, painting as needed, and removing anything unsanitary and unsightly.
- Order maintenance supplies that are not ordered by cleaning service or work with the Church Administrator to ensure adequate supplies are on hand.
- As necessary, meet with the Trustee Ministry liaison and staff to discuss facility concerns.
- Testing the well-water quarterly or as required.

MINISTRY/EVENT SUPPORT

- Set-up/breakdown chairs for special room-configurations requested by ministries and indicated on the weekly schedule provided by the Church Administrator.
- Prepare sanctuary and baptismery for quarterly Baptism Sundays.
- Help in set-up for major, church-wide events. Posting and removing signage related to events as needed.
- Assists with set-up for meetings and Bible Studies as requested.
- Ensure the church is prepared for worship (chairs, room temperature, reserved seats as needed, signage as needed, etc.)
- As needed, be on site to assist with facility needs for special events (weddings, rentals, etc)
- Ensure that church facilities are open and locked for all events as required.
- As needed, assists with maintenance of church vans.
- Ensure the building and cemetery is prepared for funerals, repasts and burials.

GROUNDSKEEPING

- Inspect the grounds to ensure the lawn maintenance contractor fulfills promised services.
- As needed, schedule and work with a sheep dog contractor to remove Geese from the property.
- Ensure the grounds are clear of droppings, debris and trash.
- In the event of snow or ice, oversee salting parking-lots and oversee contractors for snow removal.

BASIC QUALIFICATIONS REQUIRED

- High School diploma (trade or work experience in lieu of education)
- Prior Facility Management experience managing or assisting managing a facility - 5 years.
- Able to support facility management on Sunday mornings from 7am - 1pm
- Proficiency with email, verbal and written communication.
- Employment contingent on ability to pass drug screening and background check
- Ability to lift at least 50 lbs.

PREFERRED QUALIFICATION

- Prior experience managing or assisting in managing a facility is preferred