

ST. MARK'S UNITED METHODIST CHURCH
MAINTENANCE COORDINATOR
JOB DESCRIPTION

Accountable to: Administrative Services Team Leader, Pastoral Staff, and Trustees

Description: To serve the church as a team member supporting the Mission Statement of St. Mark's by providing maintenance and repairs to St Mark's facilities necessary to sustain all church and early childcare center operations.

Purpose: To serve the church as a team member supporting the Mission Statement and Identified Priorities of St. Mark's:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Primary Duties and Responsibilities:

1. Open buildings daily, ensuring lights, heating and/or air conditioning are turned on and functional at appropriate times. Close buildings, turning off utilities as necessary, unless closure activities are coordinated with another church member. Inspect property building and grounds daily.
2. Perform preventative maintenance and basic repairs to church buildings and building systems. This will include, but not necessarily be limited to:
 - a. Painting, staining, finishing interior and exterior surfaces as needed
 - b. Making basic repairs to stucco, plaster, brick and stonework
 - c. Performing basic carpentry, including door, furniture, cabinet and pew repair
 - d. Completing minor remodeling projects upon request
 - e. Replacing lighting and performing basic repair/replacement of electrical fixtures
 - f. Performing preventative maintenance of air conditioning and heating systems
 - g. Performing plumbing system maintenance and basic repairs
 - h. Ensuring roofs, rain gutters and drains are well maintained
 - i. Coordinating maintenance and basic repair of telephone system
 - j. Maintaining interior pest control in accordance with requirements for public and preschool facilities
 - k. Maintaining locks/keys for all buildings (Provide input to office staff to ensure list locks, keys and personnel holding various keys is up to date)
3. Provide preventative maintenance and basic repairs to church grounds beyond the services provided by the landscaping company under contract. This will include, but not necessarily be limited to:
 - a. Maintaining, repairing or installing irrigation systems
 - b. Replacing bulbs or repairing/replacing fixtures for pedestrian and landscape lighting
 - c. Maintaining awareness of parking lot lighting outages and coordinating with outside contractor to replace or repair bulbs or fixtures as necessary

- d. Maintaining grounds drainage systems
 - e. Maintaining exterior pest control in accordance with requirements for public and preschool facilities
4. Coordinate procurement and oversight of outside contractor services when above-mentioned maintenance or repair needs extend beyond the capabilities of the maintenance coordinator or involve undue risk. Communicate needs and cost estimates for such outside procurement with Administrative Services Team Leader or Trustees.
 5. Perform custodial services as needed to supplement services provided by outside custodial contractor(s).
 6. Monitor activities of outside contractors and maintain coordination of expectations/needs. Provide feedback to church staff or trustees as necessary to address issues with contractor performance.
 7. Keep and update campus maps showing locations of utilities (water shut off valves, electrical switches, outlets and panels, irrigation, water and drainage lines)
 8. Order, maintain, and be accountable for supplies and tools needed to support maintenance activities. This includes providing supplies for the custodial services contractor.
 9. Provide set-ups (tables, chairs) for groups using church facilities when requested in written form or through the Administrative Services Team or a Pastor.
 10. Coordinate weekend facility maintenance activities and needs with the weekend maintenance support person(s).
 11. Coordinate with the Trustees, Pastoral Staff and SPRC by performing any other reasonable duties when asked to do so.
 12. Perform periodic coordination with Trustees and Administrative Services Team Lead to assess condition of facilities, review budgetary status and discuss opportunities. Activities may include, but not be limited to:
 - a. Performing walk about inspections of facility to identify potential concerns or needs
 - b. Reviewing suppliers, supplier costs, and discussing any supply issues
 - c. Presenting or discussing potential maintenance or improvement projects (preparing draft plans and cost estimates when requested)
 - d. Discussing performance of outside contractors

Physical Requirements and Skills:

1. Medium work requirement, with constant (more than 2/3 of the time) seeing and walking.
2. Frequent (1/3 to 2/3 of the time) bending/stooping, carrying/lifting, controls, fingering, handling, kneeling/crouching, reaching, and wet conditions.
3. Occasional (up to 1/3 of the time) climbing, crawling, driving, feeling, hearing, pushing/pulling, rotating, sitting, standing, talking, extreme temperatures and humidity (summer and winter outdoors), noise/vibration, stairs/steps, toxic conditions.
4. Must be able to lift and stack objects up to 40 pounds occasionally, and frequently exert 10 to 20 pounds of force to lift, carry, push and pull or otherwise move objects.
5. Basic math, general writing, reading, and speaking, and intermediate reasoning.
6. Intermediate computer skills (email, spreadsheets, web search for material as needed)
7. Good to strong knowledge and capabilities across the range of trade areas associated with maintenance duties.
8. Background check required.

Environmental Conditions: Work is approximately equal in time spent inside (provides protection from weather conditions, but not necessarily from temperature changes) and outside (no effective protection from weather).

This position is full time, Monday thru Friday, and eligible for benefits.