

# ***CHRISTIAN FAMILY CHAPEL***

## **STAFF JOB DESCRIPTION**

Job Title:                   **MAINTENANCE SPECIALIST**  
Incumbent:                 Open  
Job Group/Class:         Support / Full-time  
Reports to:                Director of Facilities  
Date Prepared/Revised:   Oct. 2020

### **PRINCIPAL FUNCTION(S)**

The Maintenance Specialist is responsible for maintenance and minor repairs of all CFC buildings (interior and exterior) and equipment, grounds maintenance in conjunction with outside lawn maintenance provider, as well as miscellaneous janitorial assistance as needed.

### **QUALIFICATIONS**

1. Must have received Jesus Christ as personal savior and have demonstrated a practical submission to His Lordship in their life.
2. Membership and/or attendance at CFC desirable, but not required.
3. Building Maintenance experience preferred (painting, plumbing and construction).
4. Must be able to lift 50 pounds and be comfortable on a ladder.
5. Must be a United States citizen.

### **SPECIFIC RESPONSIBILITIES**

1. Interior and exterior painting of buildings, including minor repairs prior to painting.
2. Replacement of interior and exterior light bulbs, ballasts, and fixtures as needed.
3. Minor electrical installations/repairs and plumbing repairs not requiring a licensed technician..
4. Minor HVAC repairs as possible.
5. Repairs of furniture and equipment as able and possible.
6. Minor carpentry and other construction work as able.
7. Prepare baptistery as needed.

8. Assist in set up for scheduled meetings/functions, Wednesday night activities, and Sunday activities. Tear down after meetings as needed.
9. Assist outside janitorial contractor service, as needed.
  - a. **Routine cleaning in between regularly scheduled cleaning by outside janitorial contractor.**
  - b. Refill all dispensers (toilet paper, paper towels, soap, etc.) in restrooms, kitchen, and workrooms as needed.
  - c. Order and stock church supplies (dispenser items, cleaning items, paper goods, etc.) as needed.
  - d. Regular inspection of all church buildings checking thermostat settings, making certain that all windows and doors are locked, and turning off unused lights.
  - e. Preparing all classrooms for regularly scheduled cleaning by the outside cleaning contractor and then resetting afterwards.
  - f. Coordinate the collection of lost and found items.
  - g. Clean-up before and after weddings, funerals, etc. as needed.
10. Assist other staff, including Precious Promises, as requested.
11. Perform all other duties as assigned by the Director of Facilities.

## **GENERAL RESPONSIBILITIES**

1. Seek at all times to conduct himself in such a way that would be pleasing to the Lord.
2. Respect all confidences.
3. Seek to be flexible and cooperative at all times in working with others. **Be a team player.**

## **ACCOUNTABILITY**

His performance will be formally evaluated at least annually by the Director of Facilities with input from the Executive Pastor and/or an Elder.