

Maintenance Technician (Part-Time)

The Maintenance Technician is a critical staff position in Trinity United Methodist Church, reporting directly to the Pastor. This position oversees maintenance aspects of the church, coordinates and performs preventative maintenance throughout the church. The position also includes groundskeeping and snow removal. This is a 12 - 15 hour per week position.

Maintenance Responsibilities

- Care for all the preventative maintenance in our historic building with care and concern.
- Create systems to ensure that the maintenance needs of the staff are met in a timely fashion.
- Care for any maintenance issues that arise throughout the week that are within your scope.
- Coordinate larger maintenance issues with contracted companies.
- Ensure that heating system is working properly when cold weather is predicted.
- Arrive early 1.5 hour prior to coffee hour on Sunday mornings to turn temperature up on cold days.

Groundskeeping Responsibilities

- Mow the lawn at least once a week during the spring, summer, and fall months.
- Trim the weeds around the church and pull the ones that cannot be reached by the trimmer.
- Spray for pests around the church on the bushes and flowers.
- Trim the trees around the church as needed.
- Assist with mulching around the church at least once a summer.
- Assist church members with caring for the courtyard flower garden.
- Snow removal on sidewalks around the church and on the staircase at the front entrance.
- Clear the doorways and walkways of snow, (parking lot snow removal is contracted out).

Church Events

- Tidy the grounds prior to special events at the church (ie weddings, funerals, and other special events).
- Snow removal before special events.

Supplies

- Inform the secretary of cleaning supplies, or items needed to be ordered.

Other Duties as Needed

- Perform other maintenance duties as they arise.

Qualifications

The ideal candidate for this position will be a professional with a strong focus and background in maintenance. They will have general knowledge of plumbing, electrical, carpentry, and groundskeeping.

Required Qualifications:

- Demonstrated Maintenance skills and a history of work in the field.
- Strong communication, relational skills, and a pleasant attitude.
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked.
- Motivation to start and finish projects in a timely fashion.

*****Criminal background checks will be conducted.*****

Preferred Qualifications:

- 5+ years in the maintenance field and knowledge of a boiler heating system