First Baptist Church
Facilities Maintenance Position Description

Job Title: Facilities Maintenance
Department: Maintenance
FSLA Status: Non-Exempt

I. POSITION SUMMARY
The Facilities Maintenance position will maintain all church facilities. Responsibilities include working directly with the Facilities Committee, Volunteers, Ministers, Office Staff, Wedding Coordinator, and Facilities Maintenance Assistants in assisting with setup of facilities for church events and building operations. The Facilities Maintenance position will accomplish preventative maintenance on all facilities/equipment, perform needed repairs/service, and procure quotes for large repairs/remodels, monitor/assist contractors, architects, and volunteers making sure necessary tasks are accomplished. In addition, this position will assist the transportation and security teams and consult with the city administration on ADA requirements and City codes.

II. REPORTING RELATIONSHIPS
The Facilities Maintenance person works directly with the Facilities Committee to accomplish proper building maintenance. The position reports to the Senior Pastor for all personnel issues in coordination with the Personnel Committee and to the Facilities Committee for daily facility maintenance duties.

III. MAJOR JOB RESPONSIBILITIES
A. Responsible for maintenance in the following areas:
   • Church Sanctuary
   • Education Building
   • Paradigm Building
   • Rucker Building
   • Grace Place
   • Parking lots
   • Playground
   • Church equipment
   • All church-owned grounds

B. General maintenance work in buildings:
   • Maintain a list of repairs needed and repairs completed (work order list)
   • Minor repairs to doors, windows, cabinets, floors, ceilings, etc.
   • Add touchup paint and make cosmetic repairs
   • Inspect all church properties weekly
   • Minor plumbing repairs
   • Minor electrical repairs
   • Minor installation projects
   • Minor carpenter projects
   • Cyclical maintenance of HVAC – filter replacement
   • Maintain records and spreadsheet on all HVAC units for all facilities
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- Coordinate yearly inspection of elevator, fire, and sprinkler system
- Be knowledgeable on the security camera system
- Work with insurance companies on claims
- Operate and maintain the energy management system
- Operate and maintain the security door system and hard keys to buildings
- Review and update church property and equipment list annually
- Change light bulbs throughout all facilities and on grounds
- Initiate and maintain a labeling system for all electrical components (breaker panels, outlets, light switches, fire exits, backup batteries, etc.).
- Maintain and file copies of contracts (pest control, roofing, Oncor lighting retrofit, etc.)
- Setup church workdays (3 each year)
- Maintain building drawings, classroom sheets, information sheets, etc.
- Maintain the church facilities in compliance with all codes from the city, county, and state
- Ensure the safety of all personnel
- Ensure that all inspections/audits will pass at any given time

C. General maintenance on grounds:
- Emergency snow and ice removal
- Minor projects on playgrounds, fencing, irrigation, etc.
- Minor tree and branch removal
- Minor landscaping
- Minor dirt work

D. General vehicle maintenance:
- Maintain church-owned vehicle inspection and registration
- Assist Transportation team

E. Maintenance equipment responsibilities:
- Keep Maintenance area clean and organized
- Maintain proper storage of chemicals and consumables
- Maintain and service all tools and equipment

F. Other responsibilities:
- Assist office personnel with heavy lifting jobs
- Assist in set-up and take-down work before and after functions
- Assist all Facilities Maintenance assistants whenever possible
- Assist volunteers whenever possible

G. Major repairs and projects:
- Run errands necessary for job
- Assist with projects whenever possible
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The Facilities Maintenance person shall be required to perform all other duties assigned to fulfill the objectives of First Baptist Church, Stephenville.

IV. JOB SKILLS AND REQUIREMENTS

- Discretion and confidentiality in all matters related to church members and church business
- Commitment to ongoing spiritual and professional growth
- Commitment to supporting the mission and vision of First Baptist Church
- Ability to work with and support the volunteers, members, office staff and ministers at First Baptist Church
- Excellent verbal and written communication skills
- Knowledge of computer systems, including Microsoft Word and Excel
- General knowledge of building maintenance, general carpentry, plumbing, electrical, audio/video systems, network/voice wiring, and custodial skills
- Ability to become familiar with all aspects of the facilities and systems
- Maintain documentation on all service agreements, warranties, safety related documentation, invoices, etc.
- Consult with the Facilities Committee for all spending
- Provide invoices and receipts to the Financial staff person for payment
- Notify the Senior Pastor or his designee in advance for time off
- Keep files for safety-related information (MSDS sheets, toxins, dangerous equipment)
- Attend weekly staff meetings and daily prayer time
- Attend Facility Committee meetings
- Finish all repairs and small projects in a timely manner

The Facilities Maintenance position is largely unsupervised and requires self-motivation, accountability for time and expenses, and integrity. While maintenance personnel are not expected to perform at super-human levels, they should put forth a reasonable effort in doing their job. Also, maintenance personnel should constantly look for small projects and repairs without being instructed or informed. Much of their work should result from routine checking.

V. EVALUATION AND COMPENSATION

The Facilities Maintenance position is evaluated by the Facilities Committee in coordination with the Personnel Committee. Compensation is reviewed annually.
“I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the Senior Pastor or his designee for personnel issues and the Faculties Committee Chair for maintenance-related issues.”

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