

Position Title	Facilities and Maintenance Director
Reports to	Pastor for Worship & Administration
Manages	volunteers
Position Compensation	\$18.00/hour; approximately 15 hours/week
Benefits	none
Work Hours	Flexible, weekdays and weekends
Position May Be Filled By	Church member preferred

Position Summary

Provide maintenance of all church facilities and maintenance of church owned mechanical equipment. This position requires a broad range of handyman skills as well as the ability to work with others and lead volunteers to properly maintain facilities and make the church facilities available for those who use the facilities on a daily basis to accomplish church business and more importantly, to accomplish the Church's mission.

Past Work Experience & Education Requirements

Past work experience in one or more areas such as building and grounds care, facilities maintenance, or construction is preferred but not required.

No educational requirements.

Required Skills

- Strong mechanical and technical aptitude with hands-on facilities and mechanical experience
- Ability to maintain professional interactions with internal and external personnel including other church staff, church members, visitors, and contractors
- Good organization skills
- Basic computer skills including use of Microsoft Word, Excel, and email
- Good driving record
- Ability to lift up to forty pounds and able to move about easily in various settings including heights

Job Description

- Support the mission of Nansemond River Baptist Church by being a proactive, Christ-centered member of the support staff
- Develop and maintain a Facility Maintenance Plan in coordination with the Building and Grounds Deacon and Team
- In coordination with the Building and Grounds Deacon & Team, monitor expenses of applicable MAP line items and assist the Building and Grounds Team in submitting yearly MAP requests
- In coordination with the Custodial Care Director and the Office Manager, set up for all ministries in the church as needed - setting up and taking down tables, chairs, signs, etc.
- In coordination with the Custodial Care Director, develop and implement a “deep clean” schedule for floor cleaning, seating and table cleaning, etc.
- Be the lead point of contact for maintenance and inspection contracts (elevator, fire extinguishers, boiler, HVAC, sewer, landscaping, etc.)
- Oversee the operation and maintenance of equipment, which includes repairing, ordering parts and/or ordering new equipment
- Minor pressure washing and painting and coordination of volunteer teams or contractors for major pressure washing and painting projects
- Install, assemble, and or perform minor repairs to maintain the building in working order
- Repair and replace bulbs, lights & plumbing fixtures in all areas including the repair of leaking faucets and commodes
- Maintain baptistery as needed
- In coordination with the Building and Grounds Deacon & Team, obtain bids from contractors for special projects
- Oversee church van maintenance and fueling
- Other duties as assigned

amended – 4.29.25