

# **Triad Baptist Church**

**Updated:** April 3, 2023

## **JOB DESCRIPTION**

**TITLE:** Part-time Facilities Assistant

**HOURS:**

**Salaried 30 hours per week**

Schedule is to aid with building activity and allow for coordination with maintenance and work crews during evenings and on weekends as needed.

**FUNCTION:**

Assists in a variety of general and preventive maintenance and repair duties on all buildings and grounds, and duties in connection with the cleaning, security and set-up of all buildings. These duties include a mixture of hands on maintenance, work delegation, supervision, management of maintenance and custodial workers, and volunteers.

The Assistant Facilities Manager reports directly to the Maintenance Director.

**PRIMARY JOB DUTIES:**

1. Responsible for the operation of all primary systems
  - 1.1. Heating
  - 1.2. Air Conditioning
  - 1.3. Water
  - 1.4. Sewer
  - 1.5. Elevator
  - 1.6. General Lighting
  - 1.7. Fire Suppression
  - 1.8. Fire Alarm
2. Assist in the supervision all building and grounds maintenance sub-contractors and volunteers.
3. Provides access to building or portions of facilities – Key log and lock schedule
4. Assist with the scheduling/contracting of all custodial needs based on facility use to include:
  - Empty and clean waste receptacles.
  - Clean and disinfect restrooms.
  - Re-stock restroom paper products.
  - Vacuum carpeting.

- Dust furniture.
- Mop and dust floors.
- Strip and wax floors as needed.
- Spot clean carpet.
- Select proper chemicals and proper dilutions.
- Clean and maintain air vents.
- Wash walls where needed.
- Wash glass entry doors.
- Maintain security in building during and after cleaning.
- Control and set all thermostat levels.
- Keep custodial storage and work area clean at all times.
- Clean and straighten all classrooms.
- Clean Sanctuary, balcony, platform, hallway, Learning Areas, and offices.
- Clean and fill baptistery when scheduled.
- Policing grounds on a frequent and regular schedule.
- (Cleaning schedule created and coordinated thru this position)

**ADDITIONAL ASSISTANT RESPONSIBILITIES:**

1. Assist in the scheduling of all preventative and repair maintenance needs utilizing LandPort software.
2. Assist in the coordination of maintenance and custodial tasks with all ministries.
3. Assist in the coordination/management of remodeling projects, including negotiating contracts with subcontractors, supervising construction, and scheduling of projects working closely with volunteer.
4. Assist in performing the required structural change and maintenance activities in conjunction with changes in facility use.
5. Perform general electrical maintenance, replace, repair, and install outlets, switches, lighting fixtures; to include changing bulbs, fluorescent ballasts, exit lamps, etc.
6. Perform basic plumbing maintenance on drinking fountains and bathroom fixtures.
7. Assemble/repair and maintain office and classroom furnishing including carts, tables, chalk boards, bulletin boards, etc.
8. Assist in performing/scheduling mowing, trimming, weeding and fertilizing, tree and shrub pruning, repair and reseeding of damaged lawn areas.
9. Assist in keeping all general storage areas organized and clean and solve all storage problems.
10. General repair and maintenance of buildings to include:
  - Cleaning soiled carpet.
  - Ceiling tile repair/maintenance.
  - Repair and maintenance of door mechanisms, door closers, locks, etc.

- Room set-ups/take-downs scheduling.
  - Drywall repair and painting.
  - Clean cold air return registers.
11. Assist in maintaining all keys and key lists for facility.
  12. Responsible for the changing/maintenance of the church marquee including schedule changes, sign appearance, light bulb changes, etc.
  13. Responsible for making sure facility is secured after all major functions and each evening.
- NOTE:** The above duties are not intended to be an all-inclusive list - other duties may be assigned or deleted from time to time.

**MINIMUM REQUIREMENTS:**

1. Must have an attitude of genuine caring for the congregation, staff and guests.
2. Exhibit a “whatever it takes” attitude.
3. Maintain a positive attitude at all times and poise under pressure.
4. Maintain a servant’s heart regarding the job description.
5. Maintain a cooperative team spirit with staff, volunteers and congregation.
6. Have pride in our building and grounds and functions.
7. Born-Again relationship with Jesus Christ.
8. High School Diploma or G.E.D.
9. Demonstrate a willingness to learn new tasks and functions.
10. Working knowledge and safe handling and operation of power tools, wood working equipment, hand tools and lawn equipment.
11. Ability to lift and transport up to 100 lb.
12. Ability to climb and descend stairs or work safely from a ladder.
13. Ability to safely operate a motor vehicle (Valid North Carolina State driver’s license required, CDL preferred).
14. Basic knowledge of electricity and plumbing.
15. 3-5 years of similar/related experience
16. Be an active member of a local church.

**DESIRED QUALIFICATIONS:**

1. Basic understanding of common computer programs like Word, Excel and work in a Microsoft Windows environment.
2. Must Maintain excellent attendance record and be of good health. Make every effort to schedule doctor and dentist appointments during personal time.

3. Personal dress and appearance appropriate to the business and ministry of the Church.
4. Regular church attendance is required.
5. Although TBC membership is not required, it is encouraged.
6. Commitment to personal loyalty to the Ministry Leaders and congregation.
7. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
8. Personal integrity and self-motivation in the fulfillment of ministry.
9. Greater than 5 years experience in related areas.