



ST. PAUL LUTHERAN CHURCH

37 W. Army Trail Blvd.
Addison, IL 60101

MAINTENANCE/BUILDING MANAGER

Purpose: To serve the church by providing for the care and maintenance of church buildings and properties.

PRIMARY DUTIES & RESPONSIBILITIES:

General:

1. Work with appropriate agencies to ensure that buildings are safe and meet current code requirements, making sure all facility certificates of inspection are current including but not limited to boiler, kitchen suppression system, interior sprinkler system, fire extinguishers, smoke detectors, etc.
2. Work with Board of Properties to seek bids and agreements for work to be performed by outside providers. Follow up with selected provider to ensure that work is being performed as contracted until complete.
3. Purchase supplies as necessary to perform minor repairs, general items and cleaning supplies for maintenance.
4. Make basic repairs as needed, including but not limited to: plumbing, electrical, carpentry, painting, etc. Know when to call professionals.
5. Ensure that roofs, gutters, downspouts and drains (inside and out) are well maintained.
6. Maintain furnace, perform seasonal maintenance including filters; maintain HVAC system.
7. Monitor boilers and furnace for seasonal changes.
8. Ensure heating, air conditioning, security, fire and sound systems are maintained.
9. Schedule and coordinate major cleaning projects throughout the church's buildings and properties.
10. Provide emergency "on call" service.
11. Provide appropriate room set up (Parish Hall, gym, etc.) as requested.
12. Establish and maintain seasonal cleaning schedule for all buildings and property.
13. Respond to all maintenance request forms.
14. Maintain all records for scheduled maintenance, repairs made or replacements. Identify preferred vendors and keep current contact information.

Security:

1. On daily basis, ensure that all doors and windows are locked and property is secure from unauthorized persons.
2. Notify police or fire dept. in case of emergency.
3. Provide information and give direction to authorized visitors as needed.
4. Monitor fire, sprinkler, and security alarm systems and maintain working order.

Groundskeeping:

1. Maintain grounds of all church property, including removing weeds, sticks and other debris as necessary.
2. Ensure all parking areas and walkways are clear of debris (and snow in winter) and maintained.
3. Ensure that outside lighting is working properly, replacing bulbs and resetting timers as necessary.
4. Manage electronic sign board with direction from Pastor and keep in working order.
5. Maintain any equipment utilized for exterior work, i.e. snowblower(s).

Church:

1. Clean church, breezeway, basement, church offices to include emptying wastebaskets, vacuuming carpets, dusting furniture and sweeping sidewalks leading into the buildings.
2. Clean and sanitize restrooms in office and basement, and restock paper products.
3. Monitor eternal candle, check oil in altar candles and refill as needed.
4. Assist with funeral services including street signs, flower stands, casket and directing people to the proper areas.
5. Supervise or set up seasonal decorations (flowers, lights, manger, etc.) on church property.

West School (aka new school) – currently rented:

1. Dust mop floors on lower level including hallways, parish hall, and gym. Wet mop as needed.
2. Clean and sanitize restrooms on lower level outside parish hall and gym. Restock paper products.
3. Empty garbage from parish hall and restrooms.
4. Schedule and complete stripping and waxing of parish hall, kitchen and gym floor, in conjunction with church and renter schedules.

East School (aka old school) – currently rented:

1. Dust mop floors throughout the first floor of the building, wet mopping as needed.

Cemetery:

1. Locate and mark graves as necessary for burials at St. Paul Cemetery located on Mill Road.
2. Work with grave trenching company as necessary to prepare lot.
3. Work with funeral homes as necessary to prepare for services to be held at St. Paul, which may include directing people and parking.
4. Interact with groundskeeping contractor.
5. Work with office administrator to keep all cemetery records up to date in office database.

**If you are interested in this position, please send your resume to:
stpauladdison@gmail.com**