



## **FIRST UNITED METHODIST CHURCH**

1526 E. Wooster St. Bowling Green, OH 43402

419-353-0682 | [www.fumcbg.org](http://www.fumcbg.org)

### **Maintenance/Grounds Engineer**

Classification: Part-time (20-22 hours per week) as needed; (no health or retirement benefits)

Reports to: Chair of Trustees and works with Church Administrator for task management and communication.

Pay Rate: \$16.80/hour

Job Requirements: General maintenance experience, background check, Safe Sanctuary training

### **General Statement of Objectives:**

Our Mission is to Worship-Grow-Serve so that all will become disciples of Jesus Christ. The Maintenance/Grounds Engineer supports the mission of the church by maintaining the First United Methodist Church facilities to the extent that guests, members, volunteers, and staff are met with a clean, friendly, and welcoming environment.

### **Key Result Area #1: Maintenance - Inside**

Supporting Goal: To make sure that the facilities are safe and in good working order.

Performance Standards: *(You will know you have done a good job when)*

1. Attend monthly trustee meetings, have a report ready, and communicate regularly with the Chair of Trustees.
2. Thermostats are adjusted to temperature settings determined by the Church Trustees.
3. The basement is checked weekly for moisture or on a daily basis if conditions warrant the need.
4. Monitor HVAC maintenance and filter replacement to ensure it is completed two times per year.
5. Develop contacts and relationships with outside contractors.
6. Light bulbs within reach are changed as needed and work with Church Administrator for a list to inform Trustees of bulbs too high to change.
7. Assist when needed with scheduled inspections of all systems and review outcomes to ensure all regulations are met\*.
8. Work with the Church Administrator to keep accurate and complete maintenance and repair records on file.
9. Items needing repairs are identified and repairs made in a timely manner, requesting help from volunteers according to expertise and ability.
10. Inspection and implementation of minor repairs are done on a regular basis.
11. Chair of Trustees and Church Administrator are notified when larger repairs are needed.
12. Work with HVAC contractors to provide knowledge of any concerns; and communicate with Church Administrator and provide records for file reference.
13. Take recycling to the recycling center.
14. Assist with set up and tear down of facilities for special events.

### **Key Result Area #2: Maintenance - Outside**

Supporting Goal: To make sure that the facilities are safe and in good working order.

Performance Standards: *(You will know you have done a good job when you)*

1. Work with the Chair of Trustees to provide/coordinate grounds and landscaping maintenance such as mowing, edging sidewalk growth, regular weed eating, regular weed killing, clearing debris from sidewalks and walkways, and organize related debris and trash disposal.
2. Manage and remove any fallen tree limbs. Work with Church Trustees to determine other tree trimming needs.

3. On designated days, work with Church Trustees for scheduled or coordinated volunteers on other landscape maintenance around the perimeter of the building. (*Not* including the community vegetable garden)
4. Remove Snow on public sidewalks (Wooster and Clough).
5. Remove snow on sidewalks leading to the church entrances (daycare, around and under the canopy, food pantry area, kitchen entry ramp, front door and turn around) including appropriate de-icer as needed.
6. Maintain the lawn vehicles and equipment in accordance with operations manuals. Communicate with Church Administrator and/or Trustees as needed for repairs.
7. Safely operate tractors, mowers, utility vehicles, power tools and other equipment.
8. Keep accurate and complete maintenance and repair records (on lawn vehicles and equipment) on file with the Church Administrator.
9. Ensure exterior lights are functional. Work with the outside contractor and keep Church Administrator informed.
10. Inspection and implementation of minor repairs are done on a regular basis.
11. Work with the Chair of Trustees when larger repairs are needed and keep Church Administrator informed.
12. Responsible for maintenance of roof vents/drains and gutters is managed at least quarterly to reduce debris blockage. Keep record of roof maintenance date and any concern with Church Administrator.
13. Coordinate any parsonage work (or upkeep) that may be needed.

**Key Result Area #3: Communication and Hospitality**

Supporting Goal: To make sure there is clarity with the schedule and events at the church.

Performance Standards: (*You will know you have done a good job when*)

1. Interact with visitors, members, and staff in a warm and friendly manner.
2. There is open, ongoing communication with Staff and Leaders concerning the preparedness of the facility for daily and Sunday ministry.
3. Time sheets are completed and turned into the Church Administrator at the end of each pay period.
4. Office communicates scheduled events, changes in scheduled events, as well as specific areas requiring attention to prepare the church for ministry.
5. Share concerns, questions, suggestions and ideas regarding maintenance issues with the Chair of the Trustees or his or her designee.
6. Items needing repairs are identified and repairs made in a timely manner, requesting the help of volunteers according to expertise and ability.

**Key Result Area #4: Security**

Supporting Goal: To ensure that the building and property are safe.

Performance Standards: (*You will know you have done a good job when*)

1. \*Work with Church Administrator on location for the record keeping for all system and maintenance inspections (fire inspections; fire station pulls; fire extinguishers; kitchen fire suppression; exit signs; elevator testing; heating and cooling inspections, et.al.)
2. Change system batteries when needed. Habitec security calls the office when batteries are low.
3. Security system is armed each evening at the conclusion of the last scheduled activity. The alarm must be armed each night. It is ultimately the responsibility of the custodian to secure the building and set alarm each night
4. Any suspected breach of security is immediately reported to Lead Pastor and Trustee Chair.

Other relevant unforeseen maintenance assignments may be tasked as needed by the consensus of communication from the Trustees and Church Administrator to the Maintenance/Grounds Engineer.