



Job Description: Maintenance Manager

Our purpose at The United Methodist Church of Macedonia is to Love, Praise and Glorify God. Our Maintenance Staff's ministry is vital in providing a clean, inviting and welcoming environment to our congregation and visitors.

Reports to:

- Senior Pastor

Guiding principles:

- To Love Praise and Glorify God
- Be an example of our principles: Humility, Grace, Prayer, Love, Compassion and Service

Job Responsibilities:

Responsible for overseeing the maintenance and operating systems of church property and the parsonage. Key job duties and responsibilities include:

- Coordinate with Senior Pastor and Trustees to perform routine maintenance activities and some cleaning duties as necessary
- Removes snow and ice from sidewalks when applicable
- Must be able to operate and do small engine maintenance/repairs for snowblower
- Manage maintenance schedules for HVAC/furnace/air conditioner
- Notify Trustees regarding the need for repairs or additions to building operating systems, roof, driveway, buildings on church property, and parsonage
- Assist in monitoring maintenance and capital improvement projects of church property and parsonage

Maintenance Manager Qualifications/Skills:

- Knowledge of electrical, plumbing, HVAC/furnace/air conditioner and basic general contracting skills and practices
- Good verbal, phone, and text communication skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is occasionally required to perform the following repetitive movements: stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; and talk or hear. Ability to stand, walk, and sit for long periods of time.

The employee may occasionally lift and/or move a minimum of 30 pounds of equipment, such as a snowblower, tools, and ladders.

Ability to safely use equipment and tools.

Specific vision abilities required by this job include: close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Under the Americans with Disabilities Act ("ADA") reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- High school diploma or equivalent
- Basic math skills
- Basic problem-solving skills

Minimum qualifications:

- Ability to climb an 8-foot ladder
- Experience in the proper use of power equipment and tools

Compensation and benefits:

- Part-time position at 10 hours per week.
- Hourly wage: \$15

Other

Must show documentation of being fully vaccinated for the COVID-19 virus in accordance with CDC recommendations or have proof of medical exceptions, therefore.