**Calvary United Methodist Church**

**Position Title:** Facility Maintenance Manager

**WHO WE ARE:** Calvary United Methodist Church has served the South Arlington community since 1923. The mission of Calvary UMC is to be a church where “faith is fostered, community is cherished, and Christ’s love thrives.” Currently the church facilities are used for multiple worship services, community gatherings, mission events, and a long running preschool. The Facilities Manager for Calvary UMC is crucial in ensuring that the church continues to be an inviting faith home for the Arlington community.

**POSITION DESCRIPTION:** The Facility Maintenance Manager will perform general maintenance and repairs for the Calvary United Methodist Church buildings. This includes the church sanctuary, office and general use spaces, and the Calvary Preschool Skidmore building. This is a part-time position with flexible hours and an expectation of 10-15 hours on site during the week.

**ESSENTIAL FUNCTIONS:**

* Perform routine maintenance around the buildings. Examples may include repairing drywall, doors, carpets, and toilets, painting, and installing features such as outdoor banners, ceiling lights, and filters.
* Prepare church spaces for special events and facility usage. Examples include moving and setting up tables and chairs.
* Troubleshoot issues to determine and complete necessary repairs.
* Conduct routine inspections of church premises and equipment to ensure their functionality, safety, and attractiveness.
* Apply preventative measures to the building to reduce the risk of future problems.
* Identify and fix potential safety hazards to avoid injuries.
* Maintain and organize church storage areas.
* Assemble church equipment and new purchases such as bookshelves and displays.
* Patrol building exteriors for debris, sweep lots and walks as needed.
* Ensure the proper operation of doors and locks and organizing keys for all offices.
* Oversee and schedule contractors when professional repairs are necessary, in conjunction with the church office and trustees.
* Keep an inventory of cleaning and repair supplies.
* Work with the Church Administrator and cleaners to order supplies and materials needed for cleaning, repairs, and maintenance.
* Perform other duties as identified by the Pastors, Preschool Director, staff, and Trustees.

**QUALIFICATIONS:**

* Commitment to the work of the church and care for church facilities.
* Ability to lift 25-50 pounds and perform general physical maintenance tasks such as climbing ladders and navigating stairs.
* Ability to pass basic background check.
* Two years maintenance experience preferred.
* Technical school education preferred.
* Ability to work a flexible schedule and handle multiple priorities.
* Possess verbal skills for effective communication.
* Competent in organizational & time management skills

**SALARY:** $20 per hour, up to a maximum of 15hrs per week. Paid on the 15th and 30th by direct deposit, upon the submission of time sheets.

**PERFORMANCE REVIEW:** There will be a 90-day probationary period after which there will be a performance review. The senior pastor will conduct an annual evaluation of this position.