



## Job Description for Maintenance Manager

**Our Mission** - To become a Community of Christ-followers that love God and express His love to others (Mark 12:30-31)

**Purpose of Maintenance Manager:** To make the NorthRidge facility a safe, attractive and effective space for ministry and community use.

### Scope

- Part-Time // Hourly (approximately 10 hours per week)
- Primary accountability to Executive Pastor

### Commitment

- Strive to walk in personal relationship with Christ and exhibit a godly life
- Be a servant leader - A team player with a positive attitude
- Attend worship regularly and be involved in a Small Group
- Agree to abide by the Staff Conduct Handbook
- Maintain regular hours as agreed upon with the Executive Pastor
- Attend the monthly calendar/building walk through staff meeting and other meetings as needed

### Responsibilities

- **Maintenance:**
  - Assess facilities concerns, completing repairs in-house when possible or contracting vendors when necessary
  - Establish and maintain facilities repair log
  - Manage the care of the lawn, landscaping, parking lot and snow removal
  - Strategize and empower volunteer teams to carry out projects and seasonal clean-ups
- **Building Systems:**
  - Oversee the monitoring and regular maintenance of HVAC, fire alarm, door locks and camera systems
  - Manage scheduling and systems control of HVAC and door lock systems
  - Work with Office Administrator to coordinate credentialing and distribution of keys and key cards
- **General:**
  - Recruit and coordinate volunteer maintenance team
  - Select and manage relationships with contractors and vendors for ongoing needs and special projects
  - Oversee the purchase and upkeep of facilities equipment
  - Assist in creating and monitoring Operations budget to maximize ministry impact
  - Assist in developing long range campus improvement plans to better resource ministries
  - Assist in developing and monitoring building usage policies and procedures
  - Work alongside Executive Pastor to plan and implement facilities projects
  - Participate in all church initiatives and other duties as assigned

### Essential Characteristics

- General knowledge of building systems
- Knack for DIY repairs with wisdom to know when to hire a professional
- Strong initiative and follow through
- High attention to detail and resourcefulness
- Excellent communication and organizational skills