

## **Facilities & Grounds Maintenance Technician**

### **Position Summary**

The Facilities & Grounds Maintenance Technician is responsible for the upkeep, repair, safety, and appearance of church facilities and grounds. This role focuses on maintaining the church campus through preventative maintenance, facility repairs, grounds care, event support, and coordination of maintenance projects to ensure a safe, functional, and welcoming environment for worship services, ministry activities, and community events.

### **Key Responsibilities**

- Perform routine inspections of church buildings, grounds, parking areas, and equipment.
- Complete basic maintenance and repair tasks, including plumbing, electrical, painting, carpentry, and general facility upkeep as appropriate.
- Monitor the condition of church grounds and exterior property, identifying maintenance needs and coordinating with contracted landscaping and grounds maintenance vendors to ensure the campus remains safe, attractive, and well-maintained.
- Assist with facility improvement projects and preventative maintenance programs.
- Set up and tear down tables, chairs, staging, and equipment for worship services, meetings, and special events.
- Conduct regular inspections of parking lots, sidewalks, fencing, lighting, signage, and exterior structures to identify maintenance needs.
- Coordinate and oversee outside vendors and contractors performing repairs, landscaping, or maintenance services.
- Ensure compliance with safety standards and promptly address or report hazardous conditions.
- Maintain maintenance logs, work orders, and inventory of tools, equipment, and supplies.
- Respond to urgent facility and property maintenance needs as required.
- Assist with weather-related preparations and recovery efforts, including storm cleanup and seasonal maintenance activities.

### **Qualifications**

- Experience in facilities maintenance, grounds maintenance, property management, construction, or a related field preferred.
- Working knowledge of basic plumbing, electrical, carpentry, mechanical, and building systems.
- Experience operating lawn equipment, power tools, and maintenance equipment safely.
- Strong organizational, troubleshooting, and problem-solving skills.
- Ability to work independently and manage multiple maintenance priorities.
- Dependable, self-motivated, and able to work with minimal supervision.
- Respect for the church's mission, values, and ministry environment.

## **Physical Requirements**

- Ability to stand, walk, bend, kneel, climb ladders, and lift up to 50 pounds.
- Ability to work outdoors for extended periods in varying weather conditions, including heat, cold, rain, and humidity.
- Ability to operate maintenance vehicles, landscaping equipment, and power tools safely.
- Ability to perform physically demanding tasks associated with grounds and facility maintenance.

## **Reports To**

Pastor, Church Administrator, Facilities Director, or designated supervisor.