

# Hamilton Mill United Methodist Church

## Job Description    **Title: Maintenance Coordinator (hourly)**

Supervisor:                      Director of Operations  
Direct Report(s):              No direct reports  
Salary (hourly):                As recommended by the Senior Pastor and approved by SPRC

**General Description:** The Maintenance Coordinator will be responsible for the upkeep and maintenance of the physical building and property of the church. In this role, the Maintenance Coordinator will report to and be supervised by the Director of Operations.

### **Qualifications:**

- 1) Commitment and devotion to the Christian mission of the United Methodist Church.
- 2) Ability to work with people effectively.
- 3) Strong work ethic.

### **Skills Required:**

- 1) Good health and physical condition are required due to some heavy lifting, climbing on ladders and other task involving physical labor.
- 2) Ability to collaborate effectively with other church staff and members.
- 3) Knowledge in basic plumbing, electrical and basic construction.
- 4) Ability to self-manage and organize projects and time.

### **Duties and Responsibilities:**

- 1) Conduct general maintenance, performing various tasks including but not limited to replacing light bulbs and ballast, painting, mounting items on walls, and repairing furniture. Requests are submitted via “work order request” and are prioritized for completion.
- 2) Conduct periodic preventative maintenance checks and services on building systems, vehicles and equipment.
- 3) Make minor repairs involving electrical, plumbing, lighting and other miscellaneous items as needed.
- 4) Contact, schedule, and supervise service vendors as required to perform repairs of electrical, plumbing, lighting and other items that are not within the scope of the maintenance staff.
- 5) Coordinate scheduling and supervise periodic floor cleaning and window cleaning.
- 6) Supervise the maintenance of outside lawns and landscaping throughout the year. Perform occasional landscaping and lawn maintenance tasks as required. Assist with the maintenance of the detention pond.
- 7) Supervise and facilitate periodic inspections of fire and safety systems and make/coordinate corrections as required.
- 8) Supervise outside contractors/vendors brought on to the property for repairs or special projects or construction
- 9) Assist with general cleaning and upkeep of the property/facilities, main building, the pre-school area and modular building.
- 10) Plan and execute special projects and minor construction projects throughout the year.
- 11) Model personal behavior and a lifestyle consistent with Christian faith and principles.

### **Work Environment:**

1. Monday – Friday: 8:00 AM – 3:00 PM (flexible schedule).
2. After hours/evenings: As needed to support events or emergency situations.
3. Outdoor work is required to support on campus facilities and events.
4. Some local travel is to be expected for pickup of supplies or materials.