
Position Title: Facilities Maintenance Assistant
Reports to: Facilities Maintenance Manager
Status: Part-time (20-25 hours per week, weekends and evenings required)
Typical work hours include 3:00 p.m. to 7:00 p.m. Monday-Friday, plus covering one to two weekends per month
FLSA Classification: Non-Exempt
Creation/Revision Date: November 30, 2017

SUMMARY

The primary purpose of this position is to maintain the properties of Community Bible Church (CBC) so that the purpose of Loving God, Loving Others and Reaching Out can be accomplished. This includes the preventive and corrective maintenance of building structures, fire alarm and sprinkler systems, equipment and exterior grounds.

ESSENTIAL RESPONSIBILITIES

The primary responsibility will be the properties and buildings of Community Bible Church, providing hands-on maintenance, general cleaning, set up and tear down for events in addition to leading and working with volunteers from the congregation and the public to help accomplish the tasks. This position requires the candidate to work as a team with other staff.

Administrative:

- Assist the Facilities Maintenance Manager in carrying out capital improvement projects
- Prioritize and maintain a log of maintenance projects
- Record work hours weekly

Coordination with staff and public:

- Provide support for the Luthercare for Kids, Marietta Center with facility needs
- Work closely with the team assembled to meet the needs of the Body of Christ who call CBC their church home
- Direct and work with volunteers to provide cleaning and maintenance for facilities
- Communicate closely with Facilities Maintenance Manager regarding facility related issues
- Work in harmony with all staff members and volunteers
- Provide evening and weekend coverage as needed (usually two weekends a month)
- Cover Facilities Maintenance Manager position when he is on vacation (this may require working more than 25 hours)

Hands-on Maintenance:

- Respond to facility related emergencies
- General cleaning
- Assist cleaning volunteers
- Perform general plumbing, electrical, or carpentry work
- Assist with the maintenance of the outside grounds (lawn care, landscaping, etc.)

Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

One to two years' experience is preferred, but not required, in property management or experience in maintenance including but not limited to basic carpentry, plumbing and electrical work, and a general knowledge of building construction and electrical equipment operation. Candidate must possess a valid PA driver's license with a clean driving record.

Other Skills, Abilities, and/or Training

- Must be mature disciple of Jesus Christ
- Must be a current member or regular attendee of CBC
- Must work in cooperation with the present philosophy of ministry held by the staff at CBC
- Must demonstrate a servant's attitude and have a spirit of cooperation
- Should be spiritually gifted in Leadership, Administration, and Helps
- Must be in agreement with the doctrinal and constitutional statements of Community Bible Church

Physical Demands

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Regularly required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 50 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 50 pounds a distance of 10 feet

Vision Requirements

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

Work Environments

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is regularly exposed to outdoor weather and temperature extremes.



PERSONNEL APPLICATION

Position being applied for: _____

First Name _____ Middle Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

How may we contact you (telephone/email/etc)? _____

Social Security Number _____ - _____ - _____

RECENT EMPLOYMENT HISTORY

Provide the last three positions held

Current or Last Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

Position Held: _____

Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

Previous Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

Position Held: _____

Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

Previous Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

Position Held: _____

Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____



EDUCATION AND TRAINING

High School _____ Years Completed _____
List Other Education/Training/Degrees _____

REFERENCES

Because of the nature of the positions and ministries of this church, the verification of the character of employees is a necessity. If you cannot respond to any of the questions below, please provide an explanation.

Do you have any medical or health problems that will affect the accomplishment of the work being applied for?

Community Bible Church is an equal opportunity employer and will make accommodations for qualified employees.

Yes _____ No _____ If yes, explain:

Do you have any personal responsibilities or problems that may affect your daily attendance?

Work schedules for ministerial professionals will be assigned by the senior pastor or ministry supervisor.

Yes _____ No _____ If yes, explain:

Have you participated in a Drug or Substance Abuse program or been convicted for the possession or use of any narcotic or controlled substance?

Employees will be required to acknowledge restrictions to drug and alcohol abuse during employment.

Yes _____ No _____ If yes, explain:

Have you ever been convicted of child molestation or any other felony regarding child abuse or have been ordered by a court or law enforcement agency to register as an offender?

All employees who have contact with children (ages birth to 18 years) will have police record checks conducted as part of the routine employment process.

Yes _____ No _____ If yes, explain:

Will you have difficulty reading instructions and other material that pertains to your job in the English language?

Documents at CommunityBibleChurch are usually provided in English. If you need those instructions in another language please indicate that language:

Yes _____ No _____ If yes, explain:

Provide the names, addresses, and telephone numbers of two character witnesses other than former employers:

1. _____

2. _____

I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form.

I authorize the church to contact all references (unless otherwise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information.

Signature of Applicant

Printed Name of Applicant

Date of Application