

**Maintenance Coordinator
St. John's Lutheran Church**

Purpose:

To serve St. John's Lutheran Church by coordinating and supporting all maintenance activities to the Church owned facilities.

Responsibilities:

- Coordinate all maintenance activities (inside and out) including minor repairs. Projects may be subcontracted based on approval of the Property Committee.
- Document and report all unfavorable conditions relating to electrical, heating and cooling systems, as well as mechanical systems to the Property Committee.
- Perform minor repairs as required.
- Perform preventive maintenance on mechanical systems.
- Purchase tools and supplies as needed for the facility based on approval of the Property Committee.
- Exercise fiscal responsibility when utilizing funds from the Church maintenance budget and adhere to prescribed billing and receipt procedures.
- Complete other, position appropriate tasks, as directed by the Property Committee.
- Keep maintenance logs as defined by the Property Committee.

Qualifications:

- Basic understanding of electrical and mechanical systems used in our Church.
- Ability to foresee and proactively resolve problems with his/her area of responsibility with a minimal amount of supervision.
- Required to demonstrate initiative, a desire for excellence, a positive work ethic and the flexibility to respond to the needs throughout the Church properties.
- Communication skills as well as the ability to relate well to people.
- May require some work on Sunday mornings and some evenings.
- Appropriate references along with a satisfactory police background check.
- Requires good physical condition as well as the ability to lift moderate weight objects and climb ladders.

Accountability & Expectations:

- Attend monthly staff meeting.
- Report to Property Committee & Church Council.
- The Maintenance Coordinator is a member of the Property Committee and shall attend regularly scheduled meetings.
- May need to be on call 24/7 for security alarms and any situations that need immediate attention.
- Utilize the volunteer skills of the Property Committee and Congregation.
- Part-time position with flexible hours of approximately 8 hours per week.
- Provides monthly maintenance logs to Property Committee for review.

Detailed Responsibilities:

- Switch heating system to A/C in the spring and A/C to heating in the fall.
- Oversee the maintenance of our water system. This includes disinfecting and coordinating water testing with Day School.
- Oil all motors.
- Open office and lounge vents in the spring and close in the fall.
- Be on-site every two weeks for automatic generator testing.
- Perform minor repairs as needed.
- Change filters in the air handler for the Nave and Parish House furnaces as needed.
- Maintain air compressor and manually drain the separator as needed.
- Maintain outdoor power equipment.
- Coordinate installing and removing snow blower and cover per the season.
- Travel to purchase parts as needed.
- Lube bearings in air handler.
- Add screens as needed.
- Close (Fall) open Spring vents: 2 under Parish House under eaves.
- Ready air conditioners for season.
- Open and close vents in office and lounge as the season requires.