

## **Maintenance Manager Job Description**

**Groveton Baptist Church  
6511 Richmond Highway  
Alexandria, VA 22306**

Function: To lead in the maintenance of all church properties (excluding residential properties) and the operation of church plant systems.

Skill Requirements: Must have knowledge of basic plumbing, electrical, and HVAC systems. Possess the ability to operate web based HVAC, scheduling software, and general computing skills. Ability to communicate effectively in English and congenially with people from different ethnic backgrounds. Ability to work with flexibility in a faith-based work environment, personally sharing the broad Christian convictions of Groveton Baptist Church.

Supervise contract maintenance which includes (Current vendor in parenthesis)

- Lawn Service (Verde Scapes)
- Snow removal (Cherry Blossom Landscaping)
- Pest Control (Affordable Pest)
- HVAC Service (AC Control)
- HVAC Water Treatment (Bond)
- Restroom Paper Supplies (Loyal)
- Janitorial Supplies (J. Reiley)
- Security System (Watch Guard of the Potomac)

Ongoing maintenance

- Perform minor repairs and improvements
- Supervise volunteer work day projects
- Supervise maintenance of all equipment
- Recommend to Property Committee priorities for ongoing maintenance and repairs.
- Receive bids for contracted maintenance and improvements.
- Enlist and supervise outside maintenance vendors to deal with immediate needs (for example--plumbing emergency)

HVAC Operation

- Maintain optimal temperature in the church facilities
- Schedule seasonal transition between heating and cooling systems.

- Maintain a log of heating/cooling operations and temperatures for optimal operation of systems.

#### Scheduling

- Receive requests for building usage from GBC Leadership, PIB de Groveton Leadership and Community Organizations who use GBC facilities.
- Schedule approved events on web-based scheduling program.
- Coordinate or report conflicts in scheduling requests to proper individuals.

#### Set-Ups

- As needed, set up Fellowship Hall/East hall for church special events.
- Set up for weddings as needed. Extra compensation will be paid, per wedding policies
- Must be able to lift items up to 50 lbs

#### Supervision

- Reports to Associate Pastor. In his absence to Senior Pastor
- Supervise the work of the Housekeeper and evening Lock-Up person.

#### Schedule

- 28 Hours per week would be a normal work week. Schedule TBD.
- On call for heating/cooling oversight, inclement weather issues, and system breakdowns. (Budgeting would need to include funds for on call hours past 28 hours).

#### Staff Engagement

- Join the staff meeting each Tuesday from 10 - 11 AM.
- Serve as an ex-officio member of the Property Committee

#### Compensation and Benefits

- Hourly wage TBD, commensurate with experience; no health or retirement benefits included.
- Paid twice monthly on the 15<sup>th</sup> and 30<sup>th</sup> of the month.