

First Baptist Church Dover
FACILITY MAINTENANCE MANAGER
Job Description

Purpose:

Oversee all aspects of the building and grounds of First Baptist Dover. Work in conjunction with the Building & Grounds committee to coordinate projects and large repairs/renovations.

Duties and Responsibilities:

1. Communicate with companies/vendors who service the church (e.g. lawn, pest control, cleaners, etc.)
2. Maintain and fix equipment on church property (e.g. playground equipment, yard sprinklers, painting, electrical, tile, trim, ceiling tiles, lights, doors, etc.)
3. Coordinate regular upkeep of exterior walkways & buildings (e.g. pressure washing, wasps, etc.)
4. Coordinate exterior lighting schedule
5. Trim trees and get quotes for larger/removal projects
6. Maintain tools and equipment (e.g. golf cart, disaster relief, etc.)
7. Order cleaning supplies, emergency equipment, repair supplies, etc.
8. Oversees distribution and making copies of room keys
9. Collect quotes for projects.
10. Assist office staff with tasks (e.g. distributing Sunday School literature, moving packages, etc.)
11. Oversee the annual inspections for the fire alarm, extinguishers, and fire sprinklers
12. Make sure elevator, kitchen hood vent, and AEDs are up-to-date
13. Oversee AC maintenance (e.g. repairs, filter replacement, etc.)
14. Clean, fill, and drain the baptistry
15. Schedule routine building and grounds maintenance (e.g. floor waxing, lift station, grease trap)
16. Coordinate set up/tear down for church events, promotion tables, and God's Garden
17. Oversee maintenance and upkeep of church house (e.g. water softener salt, yard, etc.)

Accountability:

Reports to the Executive Pastor, who works with the Building & Grounds Committee.
Commitment to supporting the mission and vision of First Baptist Church Dover and having discretion regarding church members/business are important.

Knowledge and Abilities:

1. Organize and prioritize work to meet deadlines.
2. Maintain effective working relationships with staff, church members, and vendors.
3. Read and interpret work orders.
4. Be a worker of integrity, discipline, and self-motivation.

Physical Demands:

1. While performing the duties of this job, the employee is regularly required to stand for extended periods of time, walk throughout the facility, and use arms, hands, and fingers to perform tasks.
2. May need to climb, balance, kneel, crouch, and crawl to complete projects and tasks.
3. Use of the senses (sight, sound, smell) are necessary.