

## **JOB DESCRIPTION MAINTENANCE ASSOCIATE**

Christ Church is located in the seaside community of Ponte Vedra Beach, Florida, near Jacksonville. Founded in 1951, Christ Church has an average Sunday attendance of approximately 1,100 at nine Eucharistic services. Our mission is transforming lives through the love of God in Christ.

### **Maintenance Associate**

Provides maintenance of all church buildings and grounds to ensure the function, safety and integrity of the church property.

**Reports to:** Facilities Manager

**Hours:** Part Time (or Full time = 35+hrs)

### **Education/Special Training/Professional Licenses:**

High School diploma or equivalent or 1 year work experience. A driver's license is required, at a sufficient level to drive church vehicles.

### **Experience:**

1 year

### **Skills:**

Ability to clearly and effectively communicate (both verbally and in writing), multi-task, and work as part of a team.

Warm and friendly attitude with the ability to interact with parishioners and guests on daily basis.

Ability to lift 25 pounds, move equipment, bend, lift, and twist as part of daily duties.

Responsible with good decision-making ability, and comfort with working alone.

**Supervisory Responsibilities:** None

### **Job Duties:**

- Maintain church building(s) as directed by the Facilities Manager (i.e. general housekeeping, maintenance of mechanical systems, painting, power washing, etc.)

- Unlock all doors and prepare all spaces for occupancy when opening the campus and securing all buildings and equipment when closing the campus at the end of the day.
- Assist vendors called to the campus with access, supplies, etc.
- Maintain church grounds and police daily for trash, areas that need debris blown off, to ensure the exterior of the property is clean and orderly at all times.
- Complete maintenance requests in an efficient, professional and timely manner keeping expenses in line with the budget.
- Review events and activities scheduled on campus each day and be available to assist parishioners and guests as needed before, during and after activities. This requires basic knowledge of computer use.
- Responsible for set-up and tear-down of furniture and supplies for all meetings, events, and activities on campus.
- Receive supplies and equipment deliveries, properly storing and distributing supplies as needed.
- Prepare logistics for events on church calendar (chairs/tables, lighting, acoustics, audio/video, etc.)
- Prepare emergency response during bad weather, etc.
- Perform daily duties as requested by Facilities Manager (i.e. handle other building and grounds tasks not handled by a contract service and/or parishioners such as the replacement of ceiling light bulbs, returning premises to a neat and orderly state following services and events, disposal of rubbish, and running any local errands or trips that are needed by the church).
- Assist other departments as available, especially during critical busy periods as outlined in daily event sheets.
- Remain available via communication devices while on duty.
- Serve as a resource to Facilities Manager providing advice and counsel regarding all maintenance areas.

Interested individuals should contact Christ Church Facilities Manager, Kevin Richmond at 904-254-1841 or [kevin@christepiscopalchurch.org](mailto:kevin@christepiscopalchurch.org) for more information.