



# PROGRESSIVE UNION *Missionary* BAPTIST CHURCH

"A Church in the Word, Making a Difference in the World"

## Progressive Union Missionary Baptist Church

### JOB DESCRIPTION

#### Position: Facilities Maintenance Worker I

**Summary:** Under the supervision and direction of the Director of Operations, the Facilities Maintenance Worker I shall perform a variety of buildings, grounds, and vehicle maintenance and repair duties in support of the Church, Pastor, CDC, and Operations Staff. The Facilities Maintenance Worker I is expected to be available during core operating hours M-F, and after hours and weekends as needed. This position requires reliability and self-motivation with a keen eye for detail with manual dexterity and physical stamina.

#### Duties and Responsibilities

The duties and responsibilities of the Facilities Maintenance Worker I will be as follows:

1. Perform general routine and preventive maintenance and repairs within the sanctuary, FCLC, Youth Center, and other campus buildings to include essential equipment and general upkeep of facilities.
2. Perform routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of Church facilities.
3. Inspects, operates, or tests machinery or equipment to diagnose machine malfunctions, including dismantling machines, equipment, or devices to access and remove defective parts.
4. Perform arithmetical calculations, measurements, and material and equipment requirements to make approved supply purchases.
5. Assist with procurement, vendor comparisons, and securing repair estimates.
6. Ensure all maintenance and repairs are completed in a timely, cost-effective manner and according to all specifications.
7. Coordinate and assist with lifting, moving, setting up, breaking down, and storing materials, equipment, and furnishings.
8. Regularly inspect, drive, and fuel church vehicles.
9. Maintain exterior and interior lighting by changing light bulbs as needed.
10. Maintain and demonstrate safe work practices to include assisting with the execution of safety and security plans.
11. Proficient and effective in supply and equipment inventory management.
12. Lead special projects and serve as a back-up for other team members as needed.
13. Maintain a high level of security and integrity of Church resources at all times.
14. Perform other duties as assigned by the Director of Operations.

#### Requirements and Qualifications

1. Proven experience as a maintenance worker or other similar position with a basic working knowledge of HVAC, plumbing, and electrical systems.
2. Ability to work in various exposures and work conditions including but not limited to outside, inside, wet, humid, high elevations, slippery surfaces, and amongst fumes/odors.
3. Possess a valid Alabama Driver's License and maintain a good driving record and insurable by the Church's insurance policy.



PROGRESSIVE UNION  
*Missionary*  
BAPTIST CHURCH

"A Church in the Word, Making a Difference in the World"

4. Experience working with tools, including hand and electrical tools.
5. Ability to read and utilize technical manuals and drawings.
6. Possess basic knowledge and ability to use computers, email, fax machines, printers, telephones, paging systems, the internet, and Microsoft Word and Excel.
7. Demonstrate practical oral and written communication skills, actively listens to others, and produce clear, concise, and accurate reports and documentation.
8. Ability to easily sit, stand with movement, walk, bend/stoop, crawl, climb, reach, above and below shoulder level, crouch, kneel, lift, carry and push and pull; repetitive hand and foot motion; hearing and vision abilities under the physical task analysis.