

Maintenance Technician

Lancaster First United Methodist Church Mission Statement:

Loving God and Loving All People

Making Disciples of Christ for the Transformation of the World

Maintenance Technician Mission:

To provide safe, clean, functional, and welcoming facilities that support the ministries and mission of Lancaster First United Methodist Church by proactively maintaining church property and responding efficiently to facility needs.

Key Result Area #1 – Facility Maintenance

Supporting Goal: Maintain all church facilities, grounds, and equipment in a safe, operational, and attractive condition.

Performance Standards

1. Perform or coordinate preventative and routine maintenance for:
 - HVAC systems (boiler, A/C, furnace and step heater)
 - Plumbing
 - Electrical systems
 - Lighting
 - Mechanical equipment
 - Elevator inspections
 - Fire protection and life safety systems
 - Doors, locks, and hardware
2. Maintain an organized preventative maintenance schedule and document completed work.
3. Inspect church, Crossroads Ministry Center, parsonage, garage, and parking lots regularly for safety hazards and needed repairs.
4. Coordinate and perform minor repairs whenever practical and cost-effective.
5. Coordinate outside contractors through the Business Office, ensuring work is completed satisfactorily.
6. Maintain inventory of maintenance supplies and equipment while exercising good stewardship of church resources.
7. Respond appropriately to after-hours facility emergencies.
8. Maintain church equipment and tools in safe operating condition.

Key Result Area #2 – Janitorial Care and Facility Appearance

Supporting Goal: Provide clean, sanitary, and welcoming facilities for worship, ministry, and community use.

Performance Standards

1. Coordinate routine cleaning schedules for all church facilities.
 2. Ensure:
 - Restrooms remain clean and stocked
 - Floors are swept, mopped, vacuumed, and maintained
 - Trash is removed regularly
 - Entryways remain clean and inviting
 3. Coordinate annual or biannual deep-cleaning projects, including:
 - Windows
 - Woodwork
 - Light fixtures
 - Upholstery
 - Walls
 - Carpets
 - Additional projects assigned
 4. May be asked to maintain hard surface flooring through proper cleaning, stripping, waxing, and buffing.
 5. Coordinate carpet spot cleaning between professional cleanings.
 6. Order custodial supplies and maintain appropriate inventory levels.
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Key Result Area #3 – Safety, Security, and Ministry Support

Supporting Goal: Maintain a safe environment while supporting church ministries and events.

Performance Standards

1. Promote safe work practices and comply with church safety policies.
2. Coordinate semi and annual facility safety inspections and staff safety training.
3. Maintain security of buildings, vehicles, and grounds.
4. Maintain key and access control systems with the Business Office.
5. Prepare rooms for worship services, meetings, scheduled cleanings, weddings, funerals, and ministry events by arranging tables, chairs, audio/visual equipment, temperature settings, and other requested items.

6. Assist ministries with setup and teardown if requested.
 7. Communication of facility concerns promptly to the Business Administrator.
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Key Result Area #4 – Administration and Communication

Supporting Goal: Support efficient church operations through organization, communication, and stewardship.

Performance Standards

1. Attend required meetings including:
 - Staff meetings
 - Facilities Team
 - Other meetings as assigned
 2. Maintain maintenance logs and work order documentation.
 3. Provide monthly reports of:
 - Completed maintenance
 - Outstanding repairs
 - Capital improvement recommendations
 - Safety concerns
 4. Assist in developing annual maintenance budgets.
 5. Demonstrate responsible stewardship of church property and financial resources.
 6. Perform other duties as assigned.
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Reporting Relationship

Reports to: Worship Director

In collaboration with:

- Senior Pastor
 - Business Office
 - Ministry Staff
 - Facilities Team/Leadership Board as appropriate
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Minimum Qualifications & Requirements

Education & Experience

- High school diploma or equivalent required.
- Working knowledge of basic plumbing, electrical, construction, automotive, and janitorial maintenance.

Technical Skills

- Basic proficiency with Gmail and Google calendar.
- Cloud based operational apps for security and phone systems.
- Ability to use, or learn to use, computerized work order and maintenance tracking systems.

Licenses & Requirements

- Valid driver's license with an acceptable driving record.
- Must successfully pass a criminal background check as a condition of employment.
- Willingness to complete required training.
- Ability to obtain lift certification and other required certifications.

Physical Requirements

- Ability to lift, push, and pull up to 50 pounds.
- Ability to climb ladders.
- Ability to perform repetitive tasks such as sweeping, mopping, and operating maintenance equipment.
- Ability to work indoors and outdoors in varying weather conditions.

Work Skills & Abilities

- Ability to organize, prioritize, and manage multiple tasks simultaneously.
- Ability to work independently with minimal supervision.
- Ability to remain calm and respond effectively during emergencies.
- Basic understanding of OSHA safety practices and the safe operation of maintenance equipment.

Communication & Customer Service

- Strong interpersonal, communication, and customer service skills.
 - Demonstrates hospitality, professionalism, and a friendly, service-oriented attitude.
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