



JOB DESCRIPTION

Position Title	Division/Department	Reports to
Lead Maintenance Associate (Level Three- Full-Time Salaried)	Administration & Support	Administrative Pastor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	5/13/2026

POSITION SUMMARY

The Lead Maintenance Associate will help the Administrative Pastor manage a team of staff, volunteers, vendors, and resources ensuring the maintenance standards are met to fulfill the mission of Second Baptist Church. This position will assist the Administrative Pastor and our Operations Team in living out the mission and values of Kingdom First | Second STRONG by supporting the church's operations efforts. The Lead Maintenance Associate will be responsible for the overall coordination and managing of facility operations, including routine and preventative maintenance, vendor relations and vendor service contracts. This position serves primarily over maintenance needs, but combines housekeeping and setup/takedown duties as a key team member of the Operations Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

- Assist in overseeing the functionality, cleanliness, and safety of the facility, including, but not limited to, physical buildings, equipment, furniture, supplies, restrooms facilities, and all other spaces on campus as expected.
- Under the direction of the Administrative Pastor conduct routine maintenance, preventative maintenance and general maintenance repairs. Ensure all code and permit requirements for facility are current and in proper order.
- Assign, verify and document completion of all tasks in ESpace.
- Assists in the execution of capital projects and property rehabilitations.
- Communicate with team members and supervisor daily on tasks.
- Works closely with the Lead Housekeeping Associate and the rest of the building team to effectively communicate building issues.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- A minimum of 2-4 years of related experience/or training preferred
- Excellent interpersonal and conflict resolution skills
- Ability to work with minimal supervision and complete multiple projects
- Ability to speak effectively with volunteers, church members, or staff members of the organization.

- Must pass post-employment drug screening, criminal background investigation, and reference inquiries.

SPIRITUAL REQUIREMENTS

- Signed acknowledgement of Second's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Second's employee handbook.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

Must be able to perform all duties in a facilities environment that includes exposure to loud noises, temperature extremes, inclement weather conditions, airborne particles, vibration, hazardous materials, stairs, ladders, confined spaces, etc.; requires stooping, bending, climbing, reaching, lifting, and carrying; working from ladders, scaffolds, high-lifts, and in confined spaces; and lifting and carrying objects weighing up to 65 pounds. Required to wear personal protective equipment and clothing when appropriate.

Note: This is a salaried non-exempt job expecting 40 to 50 hours of work per week in leadership management.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum

levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.