

RICHLAND CREEK

COMMUNITY CHURCH

Job Description

Position: Buildings & Grounds Maintenance Technician

Status: Full-Time, Hourly

Reports to: Facilities Director

Salary Range: \$17-20 per hour depending on experience and education.

Ministry Objectives:

- The Building & Grounds Maintenance Technician works with the Facilities Director and other custodial and maintenance employees to repair and maintain the church's physical plant and campus in alignment with the mission and vision of Richland Creek Community Church.

Personal & Spiritual Qualifications:

- Agreement with RCCC doctrinal statement, vision, philosophy of ministry, and Constitution & Bylaws.
- Qualified candidates must support the mission, vision, values, and doctrinal beliefs of the church and consistently behave in a manner congruent with those beliefs. We are a part of the Southern Baptist Convention so employees must be in agreement with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>).
- Excellent written, verbal, and interpersonal communication skills, relating well to church staff and church members.
- Ability to handle, organize and facilitate multiple projects in a short time window
- Commitment to personal growth in RCCC's vision and goals, and lead others to commit to them.
- Professional, self-motivated, adaptable, flexible, and organized.
- Ability to identify, raise-up, equip, and work with volunteers.
- Demonstrates spiritual and personal maturity/integrity.
- Strong devotional life and commitment to prayer.
- There are no known sin issues that would spiritually hinder the candidate from fully participating in the work of the Gospel, or representing Christ and Richland Creek well (e.g., pre-marital or extra-marital relationships, pornography, drugs or alcohol).

Ministry Description & Responsibilities:

- General building maintenance/repair as needed – includes light electrical, plumbing, carpentry, and grounds maintenance.
- Paint facility as needed for touch up and annually at appropriate times.
- Drywall repair as needed.
- Work with Facility Manager and Custodian Lead to coordinate and clean carpets - as needed and annually at appropriate times.
- Work with Facility Manager to assure routine contracted maintenance and inspections occur.
- Work with the Facility Manager to coordinate contractors for repairs as needed.
- Work with the Facility Manager to ensure fire code inspections occur and that we comply with all regulations.
- Work with the Facility Manager to recruit and direct volunteers for certain projects.
- Monitor church calendar for chair and table set-up as needed for scheduled events.
- General maintenance and cleaning of parking lots and entrance areas – includes picking up trash, pulling weeds, etc.

- Perform landscaping care that is not covered under contracted landscaping/mowing - consisting of pruning shrubs and trees, controlling ants, fertilizing, landscaping repairs, etc.
- General repair, cleaning, and maintenance of church resources as needed (golf carts, equipment, tools, etc.)
- Work with Facility Manager and team to assure preventative maintenance and project lists are handled adequately.
- Assist ministry areas, under the direction of the Facility Manager, with building of props, sets, etc. for various ministry events.
- Assist with facility cleaning as needed to be prepared for all ministry events.
- Work with Facility Manager and team to develop an “on-call” rotation should needs arise after hours
- Any request from the Facilities Manager or Associate Pastor that is not unethical or unbiblical, with a servant’s heart and an attitude that promotes unity.

Work Schedule:

- This position is generally required to work the following schedule, with some flexibility due to it being an hourly position:
 - Monday – Friday 9:00 am – 5:00 pm or as directed by the Director of Facilities; with other occasional work times as needed

Other Responsibilities:

- Attend staff outings, events and training as requested
- Attend weekly meetings with the Facilities Team

Requirements:

- A social media review to check for consistency with Creek policies, goals and culture.
- Clear, or successfully mitigated, criminal background and credit check.

Acknowledgement:

I have read and received a copy of my description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above and if I have any questions concerning what is expected of me, I will speak to my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Employee Signature

Date

Employee Printed Name

Church Representative Signature

Date

Church Representative Printed Name