



## Facilities Repair & Maintenance Worker

Job Type: Part-time (approx 10 hours per week)

### Position Summary:

Part-time position will be relied upon to perform maintenance/repairs for the church building, equipment, and property, and in some cases act as the church representative with outside contractors and inspectors.

### Required Qualifications:

- Need a basic understanding of electric systems, painting, carpentry and plumbing.
- Must have the ability to lift heavy items, adjust heavy equipment, and climb tall ladders
- Valid driver's license

### Talents and Abilities:

Faithful, organized, detail-oriented, hard-working, trustworthy, clear communicator, and self-motivated

### Preferred Qualifications:

- Two years of related experience
- Proficiency in use of personal computers

### Job responsibilities:

- Performing routine maintenance on facilities and making repairs as needed
- Prioritize tasks, create schedules and develop timelines for completing the work and organizing their time.
- Responsible for responding to facility repair requests in conjunction with priorities set out by the supervisor
- Purchasing needed materials on company accounts
- Coordinating with outside vendors for facility repairs as needed
- Performing inventory on repair supplies
- Keeping repair tools and supplies clean and organized

### Relationships:

- Reports to Facilities Director
- Works with ministry/staff within Calvary Monterey and Bridge to meet facility repair needs