**Church Maintenance**

**Job Description 2014**

The Maintenance Staff reports directly to the Pastor/Head of Staff and is responsible for the upkeep of and minor repairs to The Federated Church’s facility and grounds. The Maintenance Staff will be on-call for emergencies. Position requires ability to perform moderate-to-heavy lifting. The job is 15-hours per week.

**Weekly Duties**

* Inspect and maintain the boiler (no boiler license required for hot water boilers)
* Monitor doors and windows for security purposes; report any unusual activity or entry
* Monitor snow/ice buildup and ensure clear sidewalks by 9AM (Mon-Fri) and 7AM (Sundays).
	+ Snow removal is contracted out
* Stock the kitchen with coffee and paper supplies.
* Notify church secretary of supplies needing to be ordered
* Fill piano humidifier as necessary (red light indicator is ‘on’ when water is needed)
* Inspect sound system microphones and replace batteries as needed
* Keep grounds neat by weeding beds, mowing (Fri or Sat) and watering as needed
* Trash collection is Monday mornings; Recycling is Tuesday mornings
* Check for water damage, especially in fellowship hall, kitchen, and gymnasium

**Monthly Duties**

* Inspect entire building and make repairs as needed
* Perform minor repairs (less than $100); notify Board of Managers of needed repairs in excess of $100
* Attend the monthly Board of Managers meeting (2nd Tuesday each month at 6:30 PM)

**Seasonal Duties**

* Maintain air-conditioners; cover units in Fall and uncover in Spring
* Wash windows (outside) as needed
* Cover fresh air duct in SW corner (outside) of church each Fall/Winter (cover in elevator closet)
* Maintain landscaping equipment (lawn mower, leaf blower, string trimmer, snow blower)
* Collect and dispose of leaves (Fall)

The Maintenance Staff will also perform other repairs and maintenance as directed by the Board of Managers or the Pastor/Head of Staff.