

# First United Methodist Church – Cleveland, TN

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**Job Title:** Director of Maintenance

**Reports To:** Senior Pastor

**Work Hours:** Full Time Exempt Position

## **Job Summary:**

The Director of Maintenance organizes, administers and leads a comprehensive program of maintenance and custodial service for the facility, grounds, equipment and furnishings of FUMC so that all staff, congregation and visitors have a clean, safe, attractive and healthy place in which worship and work.

## **Duties and Responsibilities**

### **Maintenance**

- Inspect and service all 13 HVAC units and gas furnaces
- Maintain CLC dry system
- Inspect all emergency lighting and exit signs monthly
- Inspect and maintain all fire, sprinkler and security systems
- Strip and wax floors
- Maintain and repair plumbing and electrical equipment
- Follow up on all maintenance requests in a timely manner
- Coordinate all exterior landscaping needs including gutters
- Get estimates/bids for all large item repairs to present to the Board of Trustees

### **Custodial – Working with part-time custodian:**

- Clean the church facility daily, weekly and monthly following the cleaning schedule:
  - Collect garbage daily and take to dumpster. Disinfect and clean trash cans daily.
  - Wash and sanitize bathroom fixtures daily with germicidal solution
  - Using germicidal solution, wet mop all washable floors daily including kitchen, classrooms and bathrooms
  - Buff VCT tile floors monthly
- Vacuum all carpeted areas on Monday; areas that are used daily should be vacuumed daily
- Sweep and clear entrance spaces daily
- Check daily and refill paper towel, toilet paper and hand soap in all dispensers when needed

### **Other**

- Report the following to the Board of Trustee Chairperson:
  - Presence of animals, vermin or insects
  - Need for cleaning supplies or equipment repair in advance
  - Water leaks and other maintenance leaks
  - All other health and safety noticed
- Attend weekly Staff Meetings
- Attend Board of Trustee meetings as ex-officio member
- Other duties as assigned

## **Qualifications and Skills**

- Two or more years of experience in maintenance repair or related field
- Ability to troubleshoot and make basic repairs as required on equipment
- Ability to multi-task and prioritize requests and demands

**Position evaluated annually by Staff Parish Relations (SPR) Committee.**