

Campus Maintenance Director

- **Classification**
 - Support Staff, Temporary, Part-time (8 hours per week)
- **Hours**
 - 8:00 am till 5:00 p.m. (1 hour unpaid lunch), either Monday, Tuesday, Wednesday, Thursday, or Friday
- **Compensation**
 - \$20.00 per hour (\$160.00 per week, \$8,000.00 annually: 50 weeks)
- **Supervision**
 - Day-to-day: Senior Pastor
 - Annually: Personnel Team
- **Benefit Eligible:** No
- **Desired Qualifications**
 - The ideal candidate would be a devoted Christian person, evidencing a growing spiritual maturity.
 - The ideal candidate would possess a basic working knowledge of residential and/or commercial maintenance (plumbing, electrical, mechanical, carpentry, parking lot, outdoor area, etc.).
 - The ideal candidate would have a basic knowledge of applicable codes related campus structures, machines, and systems.
 - The ideal candidate would be self-motivated, working efficiently without direct supervision.
 - The ideal candidate would be highly organized, able to develop and maintain inventory lists, schedules of replacements and repairs, financial budgeting, etc.
 - The ideal candidate would be able to work all 8 hours during one full day each week.

The campus maintenance director will be responsible for the management of all aspects related to appearance, upkeep, safety and functionality of the properties of Etowah Baptist Church. This management will include (but not be limited to):

- Create and maintain an inventory of all campus machines and systems (excluding office machines/systems, audio/visual machines/systems, computers).
 - The inventory will include needed information related to identifying, maintaining and replacing campus machines and systems (including but not limited to: names, serial numbers, model numbers, manufacturer's suggested lifespan, cost to replace, if under a maintenance contract: cost of annual maintenance and maintenance schedule, and a projected date of replacement).
- Create and maintain a long-range plan for the upkeep and replacement of campus-related needs. This will include, but not be limited to, parking lot upkeep, sidewalk upkeep, and roofing needs for buildings.

- Construct a plan for addressing campus needs during adverse winter weather. This plan can either include utilizing volunteers, or bidding out a contract to an outside company, for the removal of snow from the parking lots and side walks.
 - If applicable, any foreseeable costs for this service should be submitted to the finance team, no later than October 1st, for the upcoming budget year.
- Plan, coordinate and execute, at minimum, two (2) campus work days per year. This will include the enlistment and assignment of volunteer workers.
- Serve as chair of the campus maintenance team. This will involve scheduling, at minimum, one (1) team meeting per quarter. The director will plan the agenda for each meeting, provide sufficient notification to team members for upcoming meetings, and serve as moderator for each meeting.
- Coordinate with the nominating team to enlist volunteers for the campus maintenance team.
- Communicate with the congregation, through various communication channels available through the church office, and during reporting opportunities offered at the monthly business meeting, campus needs, scheduled work days, and status reports on any ongoing projects.
- Manage all contracts related to campus maintenance and upkeep. This will include, but not be limited to, HVAC maintenance, elevator maintenance, fire extinguisher certifications, Promise Center sprinkler system, lawn mowing, etc.
- Provide a detailed, annual budget funds request to the finance team no later than October 1st of each year.
- Bid out, hire and oversee all contracted companies related to campus maintenance and upkeep. Submit annual contract cost to finance team, no later than October 1st, for upcoming budget year.