

St. Paul's Baptist Church

Position Description: Sexton/Facilities Coordinator

OVERVIEW

Primary function of this position is to oversee and ensure the ongoing maintenance of church facilities, oversight of contractors and maintenance staff, and activities related to safety /security of the interior and exterior of the church physical plant which includes the church, Community Center, and grounds.

This position is a salaried full time position, with 25 to 30 hours per week. It includes one 30 minute lunch break and two 15 minute breaks daily. The position also requires individual to be on call and on site for emergencies that impact the facilities, as well as extra time to complete work when needed. The sexton will work under the direct supervision of the Minister of Administration in conjunction with the Chair of the Building and Maintenance Sub-Committee of the Trustee board. Arrangements for special hours, changes in days off, and other such matters shall be decided by the Minister of Administration in conjunction with the Trustee board.

JOB DUTIES AND RESPONSIBILITIES

The major job duties and responsibilities of the Sexton include but are not limited to the following:

- Unlocks and secures the building as directed and assists in maintaining proper monitoring and security for the church facilities
- Is available and on call to respond to emergencies related to weather conditions, security issues, building and ground safety issues, etc.
- Monitors operation and schedules regular maintenance of mechanical systems such as, boilers, heating, ventilation, and air conditioning units, hot water systems, kitchen equipment, and piping systems (i.e. gas, water, fire protection, and sewer systems).
- Monitors operation and schedules and or maintains regular maintenance of electrical systems, operational lighting, security/communication system, fire alarms,
- Plans and performs routine and seasonal maintenance and repairs throughout entire church and community center facility and grounds.
- Maintains documented listing of concerns/problems that may need the attention including but not limited to repair or maintenance as well as informs supervisor and designated Trustee of potential buildings and grounds problems.
- Supervision of outside contractors or others employed to do work as well as serve as liaison with routine contract maintenance & supply companies regarding fire and safety, pest control, cleaning, etc.
- Coordinate and perform the necessary set-up and break down of equipment for church functions as directed i.e. chairs, tables, lighting, audio/video etc.

- Maintains inventory of all maintenance and cleaning equipment and coordinates the ordering and receiving of supplies related to upkeep of the facility with supervisor.
- Inspects and maintains upkeep of exterior components within entire grounds including light snow removal from stairs and walkways and removal of weeds.
- Supervision and organization of the day to day cleaning operation of all areas of the church.
- Maintains a daily cleaning schedule and audit that all internal/external areas of the church's facilities are cleaned to a satisfactory manner.
- Coordinate appropriate training for all cleaning staff.
- Performs other tasks as directed and negotiated within the limits of the position including other building and grounds tasks not handled by a contract service and/or church volunteers, such as the replacement of ceiling light bulbs, returning premises to a neat and orderly state following services and events, disposal of rubbish, and general security.

SKILLS AND OTHER GENERAL EXPECTATIONS INCLUDE:

- Ability to read, write, and speak English in an understandable manner
- Adequate knowledge of cleaning and caring for a building
- Ability to work independently without constant supervision
- Ability to manage time and juggle multiple tasks and projects
- Ability to communicate with supervisor and other church staff, volunteers, members, and guests
- Ability to listen effectively and to communicate clearly, both verbally and in written form.

EDUCATION, SKILLS, KNOWLEDGE, AND CERTIFICATION(S) REQUIRED

- High School Diploma or equivalent training and work related experience as administrative assistant
- Must pass Pre Employment Criminal background and Child abuse Clearance.
- Experience with building and grounds maintenance, professional cleaning, and Electrical, Plumbing and HVAC repair and maintenance

PHYSICAL DEMANDS

- Normal physical mobility, which includes movement from place to place such as climbing steps, etc.
- Ability to reach and bend, and push/pull or lift objects up to 100 pounds
- Performs outside work, which includes exposure to fluctuations in temperature and seasonal weather conditions including cold, heat, wetness and humidity.
- Normal dexterity of hands and fingers.
- Normal coordination, including eye-hand, hand-foot.
- Mobility to perform mechanical work which may include climbing and crawling on, off and/or under equipment and vehicles.

- Ability to perform manipulative skills such as using controls and levers, operating light and heavy equipment, shifting gears on a vehicle.
- Normal ability to see, distinguish colors and hear.

SALARY AND BENEFITS

Salary is approved by the Trustee Ministry based on budgetary considerations. Salary is administered in accordance with the Personnel Policies of St. Paul's Baptist Church and budgetary considerations.