

JOB DESCRIPTION

REGULAR BAPTIST PRESS

Job Title: Building, Maintenance, and Grounds Manager

Reports to: Director of Business Administration/Treasurer

Department: Building and Grounds

Purpose: To provide professional maintenance and repair of the building and grounds. This includes regular maintenance, carpentry, plumbing, electrical, snow plowing, and managing contracted remodeling and repair projects. To maintain the building appearance and a proper working environment.

Major Duties and Responsibilities:

- To provide maintenance of the facilities including mechanical, electrical, carpentry, and plumbing
- Manage outside contracted services of security, cleaning, HVAC, and lawn maintenance by utilizing cost effective and professional services.
- Provide project work plans and cost estimates of materials and labor while being a good steward of God's resources
- Snow plow the parking lots and shovel walkways for the safety of employees, vendors, and customers. To be done prior to employees arriving and as needed.
- Ensure compliance with the planned vehicle maintenance program. Assist in fueling of vehicles
- Develop staff members directly responsible to this position by following and enforcing standard HR procedures, conducting employee evaluations as directed by HR, and assisting with training as needed in the area of recognizing a need, communicating to HR, and conducting where asked

Knowledge, Skills, and Abilities:

- Requires a working knowledge of plumbing, electrical, HVAC, and carpentry. Working knowledge of all types of power tools
- Must be able to lift heavy objects
- Standing, walking, active work environment
- Ability to work in high positions or on ladder

Working Conditions:

- Ability to put in longer hours or work outside of normal work hours as needed to keep the building functioning. Parking lots and walkways must be plowed, shoveled, and salted prior to employees arriving.
- Work with contractors
- On- call for security alarms
- May be exposed to outdoor weather conditions, dusty, and/or mechanical environments.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and perform any other related duties that may be required by their supervisor.

