

Position Description

WellSpring Christian Church

Maintenance Manager

Purpose of WellSpring Christian Church

To help people follow Jesus.

Goal for WellSpring Staff

A team that is good at what they do, loves what they do, and loves the people they are doing it with.

Purpose of the role

To ensure a safe, clean, appealing, and functional space for ministry to happen.

Principle Function

A committed member of the staff who manages and directs all maintenance required for WellSpring's buildings and campus; to promote the utilization of the facilities and campus to accomplish the vision of WellSpring.

Role Level

Team Member; Reports to Director of Operations

Competencies

All Team Members should:

- **Be a spiritually mature follower of Jesus who believes he/she has been called to serve the local church.**
- **Demonstrate Godly principles and practices.** Participate in spiritual disciplines to stay connected to Jesus including but not limited to attending Sunday morning worship, tithing, being in a group, and volunteering in an area outside of your staff responsibilities.
- **Communication.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and program used by the church (including but not limited to Microsoft Office and Planning Center).
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between "urgent" & "important" tasks & relationships. Possess the ability to function at a high level of effectiveness and calm in stressful situations.

The following competencies are specific to this role:

- **Maintenance skills.** Have a working knowledge of electrical, plumbing, and basic construction.
- **Self-Motivated.** Ability to work without supervision.
- **Servant's Heart.** Ability to maintain a good attitude in difficult situations, work under pressure, and manage and teach volunteers and staff.

Responsibilities

This person is responsible for:

- Working closely with the Safety Director to assess building needs and projects/maintenance to be done.
- Understanding fire alarm systems and sprinkler systems.
- Making sure HVAC is functioning as designed.
- Maintaining all exterior panels, hydrants, light poles, and HVAC equipment.
- Completing all work tickets in a timely manner.
- Scheduling maintenance projects for the maintenance volunteers.
- Developing a routine maintenance program to be followed by maintenance team and volunteers.
- Ensuring everything is in working order for services, events, and conferences (as best as possible).
- Repairing all electrical and plumbing issues that come up. When an issue arises where we do not have the skill or equipment to fix a problem, contact an appropriate contractor to do so (as much as possible).
- On a major project, working out a materials cost and man hour plan, to be compared to bid placed by outside contractor.
- Overseeing and influencing the physical development and care of the facility ensuring the facility is up to WellSpring's standards of excellence.
- Being on call to handle emergencies when scheduled.

Hours/Compensation/Benefits

- Part Time: 20 hours per week
- Pay Range: to be discussed upon inquiry; based upon experience.
- Benefits: Paid vacation, sick time, ministry time away and holiday time off