

Saint Luke's Presbyterian Church
Dunwoody, Georgia
Church Maintenance Manager

Scope:

The Church Maintenance Manager will be a part time (normally 20 hours per week) position with responsibility for operation, upkeep, and maintenance of the church's building and grounds.

Responsibilities:

- Operation and maintenance of mechanical systems, such as refrigerators, HVAC units, hot water systems, kitchen equipment, and piping systems (i.e. gas, water, fire protection, and sewer systems).
- Liaison with routine contract maintenance & supply companies regarding fire and safety, pest control and cleaning, etc.
- Ordering/receiving supplies and equipment.
- Aesthetic appearance, security, and fire protection.
- Logistics for events on church calendar (chairs/tables, lighting, acoustics, audio/video, etc.)
- Emergency response during bad weather, etc.
- 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 running any local errands or trips that are needed by the church.
- Inspect building and grounds daily for cleanliness and potential maintenance issues
- Communicate with church staff to determine maintenance and operational needs
- Review annual walk thru with Fire Marshall and Elevator Inspectors

Hours:

Base of 20 hours per week, with potential for 5 additional hours to support unanticipated needs/issues. Daily work hours are flexible and negotiable.

Compensation:

- Hourly salary to be determined based on experience of candidate
- Payroll processed semi-monthly

Accountability:

The Human Resources Committed is responsible for the hiring, evaluation, compensation and management of the position.

The Maintenance Manager will report to the Church Office Administrator for his/her daily work schedule

Skills required:

- Experience in facility management
- Familiarity with HVAC, plumbing, and electrical/low voltage systems
- Ability to schedule and coordinate outside contractors
- Ability to work collaboratively with church staff, Building & Grounds Committee and volunteers
- Professional verbal communication skills
- Minor repair skills

Contact: submit inquiries and resumes to jobs@slpres.org