



Maintenance
Job Description
6/10/2021

Job Purpose:

Maintain and coordinate all available facilities and vehicles for the ministry and facility activities of WCC; and recruit, support and lead volunteers for facilities roles.

Supervisor: Facilities Director

Qualifications:

- High School Degree required; 3 years maintenance experience preferred.
- Trainable and Coachable
- Ability to be self-directed as well as a team attitude with WCC staff.
- Must desire to serve all areas of WCC in behind the scene roles, bringing people to Jesus Christ through servant hood.
- Must be able to recruit and lead teams of volunteers.

Job Classification

Part Time/Non-Exempt

- Saturday and Sundays may be regular workdays.
- Work locations vary depending on facility needs.
- Flexible schedules may be necessary and dependent on facility usage.

Essential Functions:

1. Facility Maintenance:

- a. Determine and complete property and facility repair and improvement projects as directed.
- b. Complete all facility and vehicle maintenance work as assigned and agreed.
- c. Complete all exterior maintenance responsibilities as assigned and agreed.

2. Volunteer Recruitment and Leading

- a. Contact and recruit new facilities volunteers.
- b. Coordinate and schedule volunteers
- c. Encourage, support and lead facilities volunteers in their roles.

3. Miscellaneous:

- a. Provide on-site presence for ministry and other events as needed.
- b. Potentially will need to be on-call response for any alarm or other emergency needs.
- c. Other support or needs as determined by supervisor for ministry.

4. Other

- a. Must be able to lift 50 lbs.
- b. Equal Opportunity Employer