



## JOB DESCRIPTION

TITLE: Maintenance  
CATEGORY: Full-Time, Non-Exempt  
DEPARTMENT: Maintenance  
REPORTS TO: Facility Director

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### JOB SUMMARY

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Perform preventative as well as responsive maintenance/repair to the church building and the systems contained in it and related to it in order to keep it in an excellent condition. Complete requests from Victory Family Church staff members received through the Help Desk system. Find and assist outside contractors. Carries out all setup and teardown requests, assists in cleaning the building, and is available for last minute requests.

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### ESSENTIAL FUNCTIONS

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- Assist the Facility Director in achieving excellence in the facility.
- Ensure that nothing related to the facility hinders or prevents weekend or other services.
- Prioritize and address all requests from Victory Family Church staff members in the Help Desk system.
- Look for and remedy issues with the facility and its systems.
- Maintain/repair the building and parking lot's electrical and lighting systems.
- Maintain/repair the facility's plumbing.
- Paint as needed.
- Assist with deliveries.
- Manage taking items to off-site storage as well as retrieving items from off-site storage.
- Assist with and facilitate decoration of the facility for Christmas and other events.
- Hang signage for events.
- Assist the Production team with special services.
- Assist Grounds with snow removal.
- Sets up rooms with needed tables and chairs for various events, meetings, and classes held at Victory Family Church through the week.
- Responsible for the appearance of the room including: cleanliness, trash, and vacuuming.

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### JOB REQUIREMENTS

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#### *Physical Effort*

- *Constant (90-100% of the time):* Walking, walking while pushing/pulling equipment, standing, grasping, holding, hand-eye coordination, crouching
- *Frequent (60-90% of the time):* climbing ladders

- *Occasional (30-60% of the time):* lifting/carrying up to 100 lbs.
- *Rare (0-30% of the time):* crawling, sitting, talking

**Education & Experience Required**

High school graduate  
 Successfully pass a background check  
 Electrical experience  
 Plumbing experience  
 Construction experience  
 Mechanically inclined

**Time Requirements**

Total: 40 hours or more

Basic schedule: Monday through Friday 9:00 A.M. – 5:30 P.M.

**Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.**

**Signature**

I have read and understand the Facility Manager job description and can perform the essential functions with or without reasonable accommodation. I understand that nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. I understand that this job description reflects management’s assignment of essential functions, but it does not prescribe or restrict the tasks that may be assigned. I further understand that employees are at-will and they or Victory Family Church may terminate the employment relationship at any time for any reason.

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Incumbent Name (Print)

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Date

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Incumbent Name (Signature)

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Date