

**Position Description**  
**First Presbyterian Church, Bismarck, ND**  
**MAINTENANCE MANAGER**

**PURPOSE**

To provide essential maintenance and cleaning services for the church building and grounds and to provide monitor security while on duty.

**RESPONSIBILITIES**

1. To perform janitorial duties such as cleaning, scrubbing, carpet and furniture cleaning, dusting furniture and fixtures, cleaning hardware and toilet fixtures, and washing windows.
2. To maintain grounds, performing such functions as cutting grass in playground, shoveling snow entrances/sidewalks as needed, and preparing and caring for flower beds.
3. Flexible schedule for snow removal from entryways and steps during a snow event.
4. To maintain security of premises while on duty.
5. Basic computer skills to maintain building temperature via the HVAC system.
6. To resolve repair issues by making minor repairs, or by arranging for repairs by professionals or church volunteers
7. To meet with the Property and Equipment Committee and inform if needed of building and equipment repairs.
8. To set up and take down tables, chairs, and other equipment as needed for all church functions.
9. To prepare facilities for funerals and other special events in consultation with the Pastor.
10. To maintain Child Care Center classrooms, bathrooms and carpeting.
11. To perform other duties as assigned.

**QUALIFICATIONS**

Must be able to lift and move heavy objects, hold a driver's license, have previous experience in a maintenance-related position, and are subject to a background check.

**ACCOUNTABILITY**

The Maintenance Manager is accountable to the Pastor (as head of staff) and to the Session, through the Administrative and Personnel Committee, with the Property & Equipment Committee in an advisory role.

**RELATIONSHIPS**

The Maintenance Manager works with the Pastor, church staff, Property & Equipment Committee, Child Care staff, vendors and church members.



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