

Trinity Lutheran Church – Job Description

Maintenance Support

Job Title

Maintenance Support

Reports To

Manager of Buildings and Grounds

Status

Job Position 1. - Non-Exempt – 20 hours - Daytime Weekdays

Job Position 2. - Non-Exempt - 10 hours - Evenings and Weekends

Job Summary

Provides support to the Manager of Buildings and Grounds and assists in all responsibilities related to the care of the facilities at Trinity. Information about the property and activities at Trinity can be found at <https://www.trinitylansdale.com/>

Responsibilities

- Engage in routine cleaning, room set-ups, and trash removal, includes lavatory cleaning and refilling supplies
- Engage in periodic and seasonal activities such as floor waxing, window washing, blind cleaning, leaf pick up, snow removal, mulching
- Open and close buildings, ensuring lights, heating, and/or air conditioning are working properly
- Inform Manager of Building and Grounds of any emerging maintenance concerns noted during routine care of buildings and grounds
- Attend staff and other management meetings as needed
- Set up facilities in preparation for worship services, meetings, and other events.
- Complete daily work orders and requests.

Skills/Talents

- Knowledge of basic mechanics and operation of building systems and custodial services helpful
- Effective collaborator and team player
- Good critical thinking and problem-solving skills
- Communicates well with co-workers, building occupants and guests

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- Takes personal responsibility for the tasks and projects they are assigned, stepping in to personally engage when the need arises

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Minimum Qualifications/Experience

- Prior experience in building and grounds maintenance, custodial services, or related trades, preferably for a commercial, religious, or public property helpful
- High school diploma or GED
- Basic computer skills
- Valid driver's license
- US work authorization
- Background clearances

Physical Requirements

- Ability to work on your feet for extended periods of time
- Ability to reach and handle maintenance and custodial tools
- Lift up to 25 pounds and up to 50 pounds at times
- Good visual and hearing acuity (with glasses and/or hearing aids)
- Ability to access and inspect all areas of buildings and grounds