



# Maintenance

Job Description  
06/13/2023

St. John Lutheran Church  
Belle Plaine, MN

## Accountability:

The Maintenance person is responsible to the Pastor(s) and ultimately the church council. The personnel committee shall conduct a performance appraisal once a year.

## I. Summary Statement:

The Maintenance person shall provide for satisfactory maintenance of the church building, equipment, and grounds.

## II. Principal Duties and Responsibilities:

### 1. Basic Maintenance of Church property

- a. Develop, maintain, and implement a plan for maintenance throughout the year. The plan will define which items are to be done weekly, monthly, or quarterly.
- b. Operates and maintains mechanical heating and ventilating equipment in an efficient manner in order to save energy and maintenance costs and yet provide reasonable comfort to building users.
- c. Does repair jobs on operating and building equipment and fixtures to the extent possible.
- d. Get bids for repairs for approval by council and schedule their appointments.
- e. Find, keep a list, schedule, and work with contractors.
- f. Reports maintenance and equipment needs to the pastor, church council, and the facilities and grounds committee for action.
- g. Takes care of cleaning sidewalks, snow removal, and caring for lawn and shrubbery.

### 2. Other Duties

- a. Lock and unlock the church for meetings and events after normal business hours.
- b. Performs additional duties as directed that are in keeping with the position.

### 3. Should have basic knowledge of:

- a. Electrical systems
- b. Electric locking systems
- c. Elevators
- d. Heating and air conditioning systems
- e. Plumbing
- f. Sprinkler Systems
- g. Be attentive to any safety hazards and report them immediately.