



*Retell the Gospel.
Reimagine the Church and City.
Repair what is Broken.*

All positions at Second Presbyterian Church are created for the purpose of carrying out the mission of the church and supporting our fellow staff and congregation to that end.

JOB TITLE: Maintenance Staff

DEPARTMENT: Maintenance

REPORTS TO: Donnie Ramsey

EFFECTIVE DATE: 02/22/2023

POSITION DESCRIPTION

Maintenance Staff provide general maintenance and preventive maintenance to the equipment of Second Presbyterian Church (2PC) for both on-campus and off-campus locations, and for inside and outside areas.

The primary objective is to meet the maintenance needs in a timely and effective manner.

ROLES AND RESPONSIBILITIES

General Maintenance for the entire 2PC campus and off-campus properties including but not limited to:

- Troubleshoot, perform minor repairs and document all issues with the HVAC equipment
- Plumbing and repairs, installing minor plumbing, faucets, unclog drains, toilets, sinks, etc.
- Electrical to include replacing light bulbs, ballasts, and troubleshooting electrical problems
- Painting, light wall repair of specified rooms, office spaces, interior spaces and some exterior painting included
- Other duties as assigned

ORGANIZATIONAL RELATIONSHIPS

- Reports directly to Donnie Ramsey, Maintenance Manager
- Works with maintenance staff

QUALIFICATIONS

- Able to lift 75-100 pounds
- Able to bend, stoop, and walk the campus daily
- Able to climb ladders and perform work from them
- Basic computer skills
- Able to adapt to last minute changes
- Able to follow directions given by supervisor
- Works well with others

EXPERIENCE

3 to 5 years of HVAC and general maintenance.

EDUCATION

- High School diploma or GED
- HVAC Licenses preferred but not required.

HOW TO APPLY

Interested applicants may stop by the church located at 4055 Poplar Avenue during office hours (Monday–Friday, 8am–5pm) to complete an application.