

Work Schedule: 32 hours/on campus

Key Responsibilities

- Responsible for ensuring infrastructure of church campus is in good working order; perform repairs and routine maintenance as able for plumbing, electrical, HVAC, roofing, doors and windows
- Schedule and host outside contractors as needed
- Responsible for ensuring a comfortable and safe environment on campus (cameras, mag locks, HVAC settings, etc.)
- Ensure grounds and buildings are clean and maintained (remove debris from drains, check and clean roof areas, stay ahead of issues with limbs, trees and vines)
- Routinely check CLC equipment for needed repairs and maintenance
- Ensure campus is winterized during colder months
- Oversee custodial staff
- Serve as liaison with Little Harding concerning Education Building maintenance needs
- Clean baptistry weekly
- Engage with Men's Work day crew and volunteers for routine/on-going tasks on campus (painting, power washing, ceiling tile replacement, etc.)
- Replace bulb outages; convert to LED/rewire remaining lighting campus wide
- Review, approve and submit vendor invoices to Accountant in timely manner
- Prepare budget for facilities related accounts; work with Administrative Team of shepherds for large expenditures or contractual relationships

Core Competencies for all White Station Employees

- **Attend to inner life** through prayer, Bible study, quiet time, and other spiritual disciplines. Let the Holy Spirit, not organizational ambition, guide work.
- **Prioritize family** by committing to shared mealtimes, pick-ups/drop-offs, school activities, date nights, and vacations.
- **Relate to church** by learning names, staying in communication, telling positive stories, asking questions, and being the relational nexus of the church.
- **Know church** by reading updates, viewing ministry calendars, asking leaders about church history, taking notes in meetings, and tracking important decisions.
- **Communicate with church** by promoting events early, using media to spread news, asking for spots in worship assemblies and other gatherings to share your message.
- **Demonstrate a strong work ethic** by arriving early, delivering on commitments, eliminating wasteful habits, setting goals, and being productive.
- **Create a positive culture** by celebrating teammates, sharing credit, diffusing blame, addressing conflict privately, and bringing strong energy into every room.
- **Help White Station grow** by getting out of the office to meet new people, standing in lobby after worship to greet visitors, inviting people to meals, attending events of other people's kids, and anything else that makes new people know they belong.