



## DIRECTOR OF MAINTENANCE

### JOB DESCRIPTION

Full-time, exempt, 40 hours/week. Reports to the Director of Finance and Operations.

We are searching for a Director of Maintenance ready and eager to use their skills to maintain Providence facilities and grounds with excellence. This critical ministry position is responsible for maintaining over 200,000 square feet of facility and giving oversight to capital improvement projects.

### QUALIFICATIONS & REQUIREMENTS

- Agree with Providence Church's Statement of Faith
- Testify to a personal faith in Jesus Christ
- Willingness to attend and plug into community at Providence
- Willingness to work some evenings, weekends, and holidays
- Able to have fun and collaborate well in a fast-paced team environment
- Have ability to learn new software maintenance packages
- Ministry experience is a plus

### RESPONSIBILITIES

- Ensure quality of work of all maintenance activities including oversight and management of subcontracted services
- Oversee/perform repairs and maintain church buildings and property
- Plan, supervise, and bring to completion capital projects
- Maintain preventive maintenance program for the building and HVAC equipment
- Coordinate activities related to improvement needs with the Director of Finance and Operations
- Provide oversight, direction, and annual evaluations to the maintenance staff
- Assist with the general security and the security system of the facility
- Recommend an annual plan and budget to the Director of Finance and Operations
- Maintain church parking lots in a clean and orderly manner, including layout and striping, signage, preventive maintenance, and snow removal and handicapped, senior citizen, and visitor accommodations
- Schedule with the Director of Ministry Services regarding maintenance repairs
- Assist with on-call duties
- Perform other duties as assigned

### APPLY

Visit [pray.org/apply](http://pray.org/apply) and fill out the application.