



UNION CHURCH  
OF MANILA

## **OPPORTUNITY TO SERVE AT UCM**

Union Church is currently looking for someone to serve the church as **Building Maintenance Engineer**

Interested parties may send their CVs to Dix Roa, Church Administrator.

Email: [ucmadmin@unionchurch.ph](mailto:ucmadmin@unionchurch.ph). Telephone: 88126062 local 211.

## **JOB DESCRIPTION: BUILDING MAINTENANCE ENGINEER**

**Position Title:** Building Maintenance Engineer    **Job Class:** V

**Reports to:** Church Administrator

### **Qualifications:**

- Preferably a licensed engineer (Mechanical/Electrical)
- 2-3 years' experience in property operations and maintenance
- Has held supervisory position
- Knowledgeable in computer operations
- Communicates well in the English language
- Committed Christian
- Demonstrates strong organizational & interpersonal skills

**Position Responsibilities:** Responsible for the operation, maintenance, improvement, and rehabilitation of all church facilities, machinery, equipment, and vehicles; responsible for general housekeeping including total bldg. Pest Control and disinfection services.

Functions:

### **KEY JOB RESPONSIBILITIES**

- 1. Supervisory – Housekeeping**
  - Supervise the Head Janitor
  - Act as coordinator of SMS employees so that a high level of cleanliness is maintained in assigned areas of the housekeeping crew. Assign personnel to established work areas.
  - Provide duty checklists of janitors and review at all times.
- 2. Supervisory – Building Maintenance**
  - Supervise the Facilities Maintenance Officer
  - Function as management overseer and liaison with outside contractors for repairs and maintenance agreements, housekeeping and ventilation system, organ repair, etc.

- In charge in the development and implementation of preventive maintenance programs for electrical, electronic, plumbing, and mechanical equipment/machinery, utilities, building, church grounds including pest control and disinfection services.
- Conduct studies regarding cost containment and maximum utilization of church facilities.
- Schedule and oversee the regular maintenance checkup and implementation of periodic maintenance work of all properties owned by UCM (church building and One Legazpi Park condominium unit 5E).
- Assist UCM expats in maintenance problems involving their residences.

**3. Supervisory – Vehicle Maintenance**

- Responsible for the maintenance of all church vehicles in coordination with Administrative Supervisor.
- Provide maintenance checklists to the drivers and review at all times.
- Conduct studies regarding cost containment and maximum utilization of church vehicles.

**4. Design Works & Cost Estimates**

- Plan and lay out repair work using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams.
- Prepare technical drawings of proposed projects for fabrication as requested by the different ministries.
- Recommend needed repairs and estimate repair costs according to the allocated budget.
- Canvass materials from suppliers in coordination with Administrative Supervisor if there are new projects, improvements and redevelopment.

**5. Support for Communications Ministry**

- Source and recommend suppliers for signages, specially those with structural/construction requirements. Coordinate with these suppliers regarding specifications and costing.
- Coordinate with Communications Ministry construction-related projects such as the Info Desk.

**6. Other Assigned Duties**

- Attend the monthly Property Committee meeting as an ex-officio member and prepare the assigned reports as requested by the committee. Help the Administrator in preparing the annual budget for the property operations and capital expenses. Assist the Administrator in preparing the requests to the Property Committee.
- Assist the Administrator in formulating and reviewing policies on preventive maintenance, security and safety.
- Coordinate with the computer maintenance company regarding major computer repair work and related problems on the internet.
- Attend supervisory staff meetings.
- Performs other related duties that may be assigned according to church operations priorities.
- Prepare and document requirements for Annual Bldg. Permit and Fire Safety Inspection Certificate (FSIC) renewal.
- Act As Pollution Control Officer (PCO) for UCM Bldg.