

First Christian Church

Job Title: Maintenance Director

Status: Part-time, Non-exempt

Supervisor: Director of Operations

Date Prepared: August 5, 2025

“Live in me. Make your home in me just as I do in you. In the same way that a branch can’t bear grapes by itself but only by being joined to the vine, you can’t bear fruit unless you are joined with me. I am the Vine, you are the branches. When you’re joined with me and I with you, the relationship is intimate and organic; the harvest is sure to be abundant. Separated, you can’t produce a thing.” -John 15:4-5 (The Message)

Personal Accountabilities for Being:

Lead yourself into a deep interior life with Christ, asking, seeking, and knocking through intentional disciplines of consistent daily prayer and Bible reading, weekly Sabbath practice, and monthly times of retreat to remain centered in Jesus Christ and sensitive to the Spirit’s leading.

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third, and the ministry fourth.
- Dedicate yourself to spiritual, emotional, and vocational health, growth, development, and transformation.
- Be loyal to the vision and staff of First Christian, always protecting the unity of the church.
- Cultivate relationships with others in their movement from unbelief to belief in a saving relationship with Jesus Christ.
- Trust yourself to a close network of others to be encouraged and to be an encourager through life.
- Financially invest in the mission and vision of FC according to biblical principles of first order and first priority.

Primary Responsibilities of Doing:

Build up the body of Christ through leading a ministry of others in their unique callings and giftings.

- Manage HVAC and door systems.
- Direct contractors as needed to the facility systems.
- Equipment Maintenance (responsible for repairing and/or maintaining all equipment).
- Facility Maintenance (responsible for all repairs, upgrades, and upkeep to keep the facility fully functional).
- Landscaping and lawn care oversight.
- Grounds Equipment Fuels and Tools (responsible for maintaining safe storage of all fuels, fuel supplies adequate for seasonal needs, and a full supply of tools needed to keep equipment in service).
- Parking Lot Maintenance (responsible for keeping the parking lot clean, any repairs needed, and asphalt surfaces)
- Snow Removal (manage volunteers, or with Director of Operations approval, obtain removal estimates)
- Vehicle repairs (responsible for maintaining all church vehicles)
- Other duties as requested.

Signature