

Avon Lake Presbyterian Church
Maintenance Supervisor
Position Description

The ALPC Maintenance Supervisor works under the supervision of the Pastor and the direction of the Property Committee to maintain, repair, and improve the property and facilities of Avon Lake Presbyterian Church.

Accountability: Weekly work is listed and prioritized collaboratively among the Pastor, Office Administrator, and Maintenance Supervisor. Priority and progress is reviewed monthly with the Property Committee for their input.

Responsibilities:

1. Works 12-15 hours per week, on a flexible schedule, as approved by the Pastor and reported to the Office Administrator.
2. Performs **maintenance**
 - a. **Indoor:** painting, light bulb replacement, minor plumbing, HVAC filter changes and PM, light diffuser cleaning, floor waxing (annual), and compliance obligations (fire extinguisher and emergency lighting checks)
 - b. **Outdoor:** lawn care, tree trimming, outside lighting, power washing and painting, snow removal and de-icing (sidewalk and Cornerstone)
3. **Projects:** Recommends, plans, and performs repair and improvement projects, in cooperation with the Property Committee. Possible projects include repair of electrical, plumbing, carpentry, HVAC, or roofing. When requested by the Chair or Pastor, attends Property committee meetings to discuss projects.
4. **Events:** arranges furniture as required for weddings, funerals, holidays.
5. **Supports volunteer efforts** in cooperation with the Property Committee. Plans and supervises volunteer projects including Spring and Fall workdays, Saturday group, flower planting, Youth projects, Deacon projects, and Next Step/local mission projects.

Excluded duties: daily and weekly indoor cleaning including trash removal, bathroom cleaning, mopping, dusting, and vacuuming.

Skill Requirements:

- 1) Ability to work unsupervised and be self motivated.
- 2) General maintenance skills.
- 3) Experience with routine electrical, plumbing, HVAC, carpentry, and roofing repairs.
- 4) Ability to perform moderately strenuous physical tasks associated with this position.

Benefits: \$16-18/hour, based on experience, 12-15 hours per week, 50 weeks a year.

To Apply: send resume or qualifications to ALPC.HumanResources@gmail.com