

Carmel United Methodist Church

Job Description

I. HEADING		
Maintenance / Light Custodial		2/27/2024
Position Title	Incumbent	Date
Building Superintendent	Part Time Year Round	
Position Reports To & Supervised By	Salary Range	

II. POSITION SUMMARY

This, 29 hour a week role position has one primary role (Maintenance) as below:

1. Position requires basic electrical, plumbing and HVAC knowledge – ideally with trade experience
2. Shared level of supervision with our preferred contractors for major projects (GEMCO HVAC/Plumbing and ERMCO electrical)
3. Responsible for all assigned MaintainX work orders or requests from Building superintendent. Work Orders or project examples include – monthly fire service testing of elevators, electrical projects, painting or hanging fixtures
4. On snow/ice school days, this position is primary first responder for ensuring safe sidewalks and entry steps for doors 3,4, 5B, 6 and 9. Building superintendent and pm custodian are part of the CUMC snow team and expected to prioritize safe sidewalks and entry when onsite.
5. On snow/ice cancelled school days, position assist available CUMC snow team (superintendent, pm custodian to ensure safe sidewalks and entries. All parking lot areas are taken care of by outside snow/ice contractor.
6. During spring, summer and fall, assist with grounds work CUMC has an outside contractor for the majority of lawn and tree care.
7. Target work hours 8 am to 2 pm Monday to Friday , Day flexible during summers months
8. June – July are major project times
9. Can do attitude is a must

This position has a light custodial or event set up role as below

10. On occasional Fridays, this position needs to fully clean all used preschool rooms before departure. Later arrival on these days is acceptable.

III. PRINCIPAL ESSENTIAL ACCOUNTABILITIES	
Major Activities	Expected Results
- Understand Brivo Door Scheduling and conditional access card system	- Back up to Bldg Superintendent and Church Administrator
- General understanding of Fire Alarm system and panel indications including reset after fire threat resolved	- Backup to Building Administrator - One of the 3 first CUMC responders to alarms and texts
- Understand LTS Camera Video Surveillance System	- Open up help desk ticket with 4Cit
- Understand CUMC HVAC systems using Mx	- Discuss
- Understand Alertus Lockdown system and preschool lockdown routine. Cancel alarms when building secured and safe.	- Awareness
Assigned Maintenance Work Orders (examples) Monthly Fire Test of Elevators and Communication Quarterly flushing of large Hot Water Tanks Electrical Work Orders <ul style="list-style-type: none"> - After shutting off circuit, replace or remove lighting and/or electrical outlets - With Building superintendent, continue to correctly label ALL electrical panels for entire building Painting Work Orders <ul style="list-style-type: none"> - Ceiling panel paint or replace - Room painting 	Mark Mx Work Order as done on time - proof for fire chief Mark Mx Work Orders as done on time Co-goal with Building Superintendent to have all electrical panels correctly labeled and tested by summer end 2024. After reading work order, accept or see building manager to discuss. Use best efforts to complete by requested due dates.
Take care of our preschoolers building environment	Upon arrival check classroom thermostats and ensure classrooms are ready. Report any heating or cooling issues to building mgr. by 9 am Check in with Church Admin or Preschool director by 9 am to see event set up are for the day.
Custodial Care of three spaces <ul style="list-style-type: none"> - Pastor and Controller Offices - Food Pantry House - Main Kitchen and Gym Floor Care 	Develop routines and schedule once a week

IV. AUTHORITY AND DECISION-MAKING

A. Types of decisions made with complete authority.

Routine Work Orders – below \$100 in materials needed.

B. Types of decisions made with the Director and/or for which approval is required.

Work with Building Superintendent to secure quotes and Statement of work for major project involving outside contractors.

V. KNOWLEDGE, SKILLS, ABILITIES AND COMMUNICATIONS

A. Specific Technical Knowledge

General electrical knowledge for turning off circuits and replacing electrical devices

B. Self-Management

Prioritize and manage time – Morning coffee check in and then works alone or secure necessary help

C. Leadership

Positive attitude

D. Educational Requirements

High School & **Prior Trade Experience (Electrical or Plumbing or HVAC)**

D. Prior Experience

Reliable and team player

F. Communications

To Whom	For What Purpose	Frequency
Building Superintendent or Church Administrator	Identification of emergency building issues and normal needs fixing items	Daily

VI. ADDITIONAL REQUIREMENTS