

Ascension Church
256 Azalea Dr
New Milford, NJ 07646

POSITION DESCRIPTION

Position: Maintenance operations manager

Department: Church

Reports To: Pastor

Classification: Part Time Non-exempt

General Description

The Maintenance Operations Manager is responsible for the upkeep and continued maintenance of the Parish Facilities.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Schedule and oversee regular maintenance of parish facilities
- Review all outside contractor contracts, including: Landscaping, HVAC, inspections, Etc.
- Oversee and coordinate decorating of Church for various celebrations, including but not limited to: Advent, Christmas, Easter, etc. Some of which would require a Saturday.
- Order Flowers, trees, hay etc. for Church
- Set up and clean up for various parish events
- Make sure all parish facilities and grounds are kept in good order and clean.
- Coordinate and collect any bids needed for parish projects.
- Be on call in the event of an emergency
- Other duties as assigned.

Qualifications/Skills

- Previous maintenance experience a plus
- Knowledge of maintenance in the fields of carpentry, electrical work, cement work, plumbing, sanitation, grounds maintenance and janitorial care
- Ability to understand a variety of technical subjects relating to maintenance
- Ability of communicate effectively
- Ability to make minor repairs.

Education and/or Experience

High School graduate or better.

Previous experience in the maintenance/construction fields

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Send Resume and References to: Ascensionpastor86@gmail.com or mail to above address.