

BETHEL GOSPEL TABERNACLE

Maintenance Position - Job Description

General

It is the responsibility of every employee to ensure the advancement of the Kingdom through the ministry of Bethel Gospel Tabernacle (BGT). This ministry responsibility is reflected in BGT's mission and vision statements.

Spiritually, each staff member makes up one part of the body, with Christ as the head. Our relationship is in and through Christ, and we work together for the Kingdom as servants of Christ. Everything rises or falls on relationship. Communication is foundational to building relationship.

We are stewards of this responsibility, and our desire is to grow forward in our effectiveness and our impact. As such, this staff member will create and implement a set of applicable goals annually.

With the understanding that the Chairman of the Property Management Committee and or his designate may give direction to any area of this portfolio, the primary responsibilities of this position are as follows (see below). As the needs and requirements of the church and its ministries change, so may this job description.

Duties and Responsibilities.

Overall

1. You are primarily responsible to perform necessary maintenance to the physical assets owned by BGT to ensure that our facilities are operating at full capacity year-round to allow us perform ministry.
2. Perform regular inspections and evaluations of the BGT facilities, our building(s) and related equipment, both internally and externally. Capture your inspection findings in a detailed report which will be forwarded to the Property Management Committee (PMC).
3. You will be the primary contact and overseer for all contractors that are on site performing work at our facilities.
4. Perform all routine maintenance (e.g. oil changes, lubrication, set ups and adjustments, etc.) necessary to keep all the equipment (i.e. John Deere Gator , snow blower, lawnmower etc.) owned by BGT in top operational condition to ensure they are ready to be used when required. Coordinate and schedule all other maintenance with the appropriate equipment manufacturers' service departments as may be needed.
5. Perform minor construction projects and building repairs (such as carpentry, floor tiles, ceiling tiles, plumbing, shelving & storage, etc.) as may be within your skill set, to enhance the functioning of our facilities.
6. Be the primary on site contact person for all after hours calls and issues.
7. Transfer garbage and recycled material to the curb weekly on Mondays for city collections.
8. Ensure all tools and equipment are kept in safe and good working order and are ready to be used when required.
9. Replace motors, belts and lube all exhaust fans and other equipment to keep them in optimal operational condition as per manufacturers' specifications.
10. Replace all non-functioning light bulbs and ballasts in the building.
11. Set timers for all outside lights as necessary to ensure they come on before it gets dark

12. Ensure the thermostats are properly set in the sanctuary and the rest of the building.
13. Keep the property free of garbage and debris.
14. Order all cleaning supplies for the church.
15. Ensure the cleaning equipment is kept fully operational.
16. Attend all PMC meetings each month.

Seasonal

1. Provide oversight of the maintenance of the soccer field, cutting the grass and sweeping it up as required. Ensure the irrigation is set properly with the help of Hamilton Sod (Green Horizon). We partner with Hamilton Sod to provide us with a seasonal maintenance plan. Ensure the soccer field is ready to be used for church ministry and scheduled rentals and events.
2. Responsible to maintain the grounds of the BGT facilities to ensure the lawns are well groomed, grass cut and trimmed.
3. Coordinate the turning on and off our irrigation systems with our contractors.
4. Remove all snow from church exits and entrances after each snowfall, including all emergency/fire exits, wheel chair ramps and from around the entrance to all portables and storage containers. Be the contact person with our snow removal/salting contractor to ensure all services are coordinated.
5. Salt the parking lot and entrances using our own equipment when the conditions warrant it. We need to ensure our parking lot is safe and free of ice and slippery condition so our people coming and leaving events do not slip and fall. Ensure we have an adequate supply of salt on hand to meet our seasonal requirements.
6. Work up and weed all the planting beds around the church property.
7. Wash the outside of all perimeter windows of the church building.
8. Inspect and caulk the outside windows and doors around the church building as may be necessary.
9. Trim, prune and apply insecticide and/or fertilizer all shrubs and trees on the church property.
10. Water the lawns and grounds around the church building that are not covered by the sprinklers as needed.
11. Set up and remove Christmas lawn displays.

Vacation and special event coverage

- During special events and the holiday season you will be required to help with setups, tear-downs and cleaning to ensure ministry continues.

Compensation

Starting compensation will be negotiated, depending on the candidate's level of skill and experience.

How to apply for this position

If you are interested in applying for this position, please send a resume to

Bethel Gospel Tabernacle
1355 Upper Wellington St.
Hamilton, ON L9A 3S8
Attention Dave Newell (Chairman, PMC)

or e-mail it to cindy@bgthamilton.com

If you have any questions concerning this position you can e-mail the church at cindy@bgthamilton.com.