

<b>Job Title:</b>	Maintenance Coordinator	<b>Reports To:</b>	Exec. Dir. Of Operations
<b>Location:</b>	All-Campus	<b>Full or Part Time:</b>	Full-Time or Part-Time Non-Exempt
		<b>Avg Hours/week:</b>	Part-Time 24 hours(M, W, F) Full-Time 40 hours

**JOB SUMMARY:** Assists with the upkeep, repair, preventative maintenance systems and oversight of the church building, facilities, parking lot, grounds, and church-owned rental properties and grounds.

## **ROLES & RESPONSIBILITIES**

- Responsible for completing maintenance tickets for light repairs and preventative maintenance that include, but not limited to, electrical, plumbing, painting, concrete/blacktop, doors and windows, appliance maintenance, cleaning projects, lawn and landscaping.
- Assists with the supervision of any contractors operating at all campuses.
- Identifies needs and provides input into the development and execution of capital projects.
- Assist on projects with the volunteer building teams and assist with semi-regular volunteer opportunities related to building maintenance.
- Assist with janitorial work as needed.

## **REQUIREMENTS**

- Strong oral and written communication skills
- Demonstrate effective skills in time management.
- Willingness to work a flexible schedule.
- A working vehicle will be required to travel between campuses.

## **EDUCATION & EXPERIENCE**

- Mechanical, electrical and carpentry aptitude - either through formal training or past experience. Technical certifications are preferred.
- High School diploma or equivalent.

## **GENERAL LEADERSHIP SKILLS**

- Team Servant. Collaborates with all WOCC Staff and Partners towards continued team excellence. Continuously seek experience and knowledge through training, reading, volunteering, and pursuing personal and professional mentor relationships.

**SEE SPIRITUAL REQUIREMENTS (attached)**

# SPIRITUAL REQUIREMENTS

for WHITE OAK CHRISTIAN CHURCH EMPLOYMENT

**Summary:** All employees and staff of White Oak Christian Church should be aligned to the following beliefs and actions.

- Agree with White Oak's basic beliefs (<https://www.thewocc.com/about-us/who-we-are/>)
- Professes Jesus Christ as Lord and Savior
- Committed to ongoing personal spiritual growth and healthy lifestyle through scheduled, regular prayer and Bible reading and a work schedule that reflects time off for self, family and service
- Understands your role is a ministry, not just a job
- Models standards and expectations of staff members within White Oak Christian Church including membership and worship attendance, group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness
- Practices healthy relational boundaries and fiscal integrity

Last Updated By:

Brian Doerman

01.15.2021