

**SANTA CRUZ BIBLE CHURCH
JOB DESCRIPTION**

POSITION: Facilities Team: Maintenance & Grounds Keeping
RESPONSIBLE TO: Director of Facilities

General Description

To contribute to the effective operation of the SCBC Facility by maintaining a visually attractive appearance of all grounds and facilities and maintain the cleanliness, safety and basic operating efficiency of physical plant and offices. Hours: 12-24 hours a week.

Essential Job Functions

1. Paint offices and other areas as required.
2. Minor plumbing repairs and drain clearing.
3. Minor electrical: bulb/ballast, switch/outlet replacements.
4. Sheetrock/wall repairs.
5. HVAC filter change outs.
6. Lock set changes.
7. Blow down and/or sweep walkways, patios, and driveways.
8. Mix and spray or spread fertilizers, herbicides, or insecticides.
9. Trim all groundcovers, trim around edges, foundations, trees, and shrubbery.
10. Keep ground cover, shrubbery, tree areas weed and debris free.
11. Maintain irrigation systems.
12. Maintain and repair tools, equipment, and structures. Provide proper upkeep of sidewalks, driveways, parking lots, planters, etc.
13. Use of various tools required such as gardening tools and equipment, mops, brooms, plungers, carpet extractors, rug shampooers, carts, hammers, screwdrivers, etc. Work with varying cleaning liquids, powders, sprays, soaps, while using necessary protective equipment, etc.
14. A neat and tidy personal appearance must be maintained.
15. Ensure proper alarm procedures are followed.

Work Environment (equipment, demands, hazards)

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Occasional periods of high levels of physical exertion are needed. This includes proper heavy lifting (50+ lb.), walking, bending, pushing large loads, carrying, stooping, reaching, standing on ladders, etc.;
- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as lifts, passenger vehicles, blowers, chainsaws, etc. while exercising proper safety precautions.