

## Position Description

First Presbyterian Church, Missoula, Montana

<b>Title:</b> Facilities Steward	<b>Last Update:</b> June, 2018
<b>Payroll Status:</b> Hourly	<b>Administratively Reports To:</b> Business Manager
<b>Schedule:</b> Work hours are a combination of routine and varied needs.	<b>Benefits:</b> PTO, EML, 403b, Designated Holidays
<b>Compensation:</b> Position is budgeted for up to 30 paid hours per week, including 2 hrs of on-call status pay per weekend in addition to actual work hours.	

**Summary:** The Facility Steward is engaged in all aspects of maintaining FPC's buildings and grounds (either directly or through designated resources), including preventive maintenance, minor repairs, maintaining grounds, facility security, room set-ups, and other miscellaneous facility-related tasks on behalf of supporting our mission to surprise Missoula with Christ's astonishing love.

**Essential Duties and Responsibilities** include the following.

### Building Maintenance

- Conduct routine inspections of all facilities, interior and exterior, to identify and respond to repair, safety, and other maintenance needs, prioritizing appropriately according to urgency of the issue
- Respond to reported repair or other facility issues, prioritizing appropriately according to urgency of the issue
- Devote a portion of weekly schedule to planned on-site time to address repairs and other needs
- Maintain storage areas in a safe, clean, and orderly manner
- Maintain the facilities preventive maintenance (PM) schedule, updating as needed; complete PM tasks directly and/or with volunteer resources and/or with approved contract services, including carpet cleaning and/or refinishing hard floor surfaces as needed, either directly or scheduling professional service
- Participate in weekly staff meetings as well as discussions with Business Manager and Buildings & Grounds ministry team to prioritize and plan for major projects
- Work with Business Manager to develop annual budget for regular facility needs and identified projects
- Monitor performance of janitorial service; communicate and follow-up on problems as needed
- Schedule seasonal shut-down and start-up of irrigation system with service provider
- Maintain grounds, including snow/ice removal, lawn mowing, weed control, and general appearance; complete work directly and/or with volunteer resources and/or approved contract services
- Assist as needed in miscellaneous errands. Mileage will be reimbursed based on current Federal rate.

### Security

- Serve as the primary on-call resource for FPC's security monitoring service
- Conduct nightly security checks of all exterior doors (Sanctuary, Fellowship Hall, and CE Building), no earlier than 9:30 pm and no later than 10:30 pm.
- Communicate and follow-up on security/fire system problems with FPC's equipment service provider
- Schedule annual cleaning & inspection of fire protection system (required by City fire regulations)

### Facility Assistance

- Set-up tables, chairs, equipment, etc, for meetings and events; ensure area is ready.
- Learn and operate A/V equipment (sound board, microphones, computer) during Sunday worship services and other events as needed throughout the year.
- Open and close facilities for Sunday services, funerals/memorials, weddings or other scheduled events

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- Assist FPC's wedding liaison with set-up or other facility needs in preparation for wedding rehearsals and weddings
- Assist as needed in other moving/organizing efforts, such as office moves or clearing out storage spaces.
- Greet, orient and assist visiting groups using the facility (daytime and overnight groups)  
Other:
- Complete other reasonable duties as assigned by manager or other authorized personnel.

### **Requirements:**

- Organized and highly dependable; able to manage a flexible work schedule
- Ability to assess and effectively prioritize workload
- Sound judgment and decision-making
- General handyman skills (i.e, knowledge of minor repair techniques, use of hand tools and typical repair/maint supplies)
- Ability to understand and follow written and verbal instructions
- Ability to perform essential duties as listed above with or without reasonable accommodation in accordance with provisions of the Americans with Disabilities Act (ADA)
- If offered position, candidate must consent to and pass a felony background screen (required for security responsibilities and proximity to small children)
- Under the "religious organizations" provisions of Title VII of the Civil Rights Act, First Presbyterian Church will hire with a stated preference for individuals whose views and beliefs are not in conflict with the Christian faith and the Presbyterian Church (PC-USA).

**Physical Demands** The physical demands described here 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.

While performing the duties of this Job, the employee is regularly required to walk, talk and hear. The employee is frequently required to stand, bend, stoop, crouch or kneel; and to use hands to handle, move or feel and reach with hands and arms. The employee is occasional required to climb (such as on a ladder). The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include both close and distance vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts, with the possibility of fumes or airborne particles. The employee is occasionally exposed to year-round outside weather conditions. The noise level in the work environment is usually low to moderate.,

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