**Text

Description automatically generated**

***Job Title:*** Maintenance Team Member

***Job Overview:***

The maintenance team provides overall support to all our US-based facilities through services and repairs to property and equipment, including custodial, grounds, HVAC systems, vehicles and equipment maintenance, building safety, security, and facilities usage.

***Compensation***: This is a full-time salary position with benefits.

***Work Schedule:***40-45hrs /week. Monday-Friday.

***Reports to:*** Executive Pastor

***Core Responsibilities:***

1. **Preventative maintenance of systems of all existing and future facilities**
   1. Completing work orders and tasks as assigned.
   2. Updating logs on maintenance schedules.
   3. Diagnosing and troubleshooting for routine maintenance on facilities systems (incl. HVAC, boilers, refrigeration, etc.) at all campuses (except Elyria), vehicles and equipment.
   4. Maintain regular records necessary for compliance and future planning.
2. **Grounds Maintenance of all existing and future campuses**
   1. Maintenance of church installations and outbuildings, as applicable.
   2. Parking lot maintenance.
   3. Snow removal and salting (sidewalks only).
3. **Custodial Functions**
   1. While not normally a primary function of maintenance teams, continually inspect, identify and evaluate building cleanliness and appearance to ensure excellence in property management.
   2. Before, during and after completion of a project, ensure the surrounding areas are clean and presentable.
   3. At times you may be asked to assist in deep cleaning projects including floor waxing and buffing.
   4. You may be asked to assist in readying the buildings for special openings and setup requests for all activities occurring on Open Door facilities.

***Expectations:***

1. Maintain a bold commitment to excellence through attention to detail that ensure the highest possible standards of facilities management, maintenance, and repair.
2. Assist the Leadership Team in continually improving systems for our facilities including custodial, preventative maintenance, building and equipment repair and building improvement projects at our multiplying campuses.
3. Work with the Maintenance Team and as directed by the Executive Pastor to inspect and ensure facilities are clean, attractive, and well-maintained, inside and out.
4. To maximize productivity, assist lead volunteer teams to extend and accelerate facility and grounds care.
5. Lead by example demonstrating servant leadership where facilities maintenance is seen as ministry more than maintenance.
6. Live committed to our mission of “Leading people in the adventure of becoming like Christ” as well as our description of Christlikeness as described in the six Core Christlike Characteristics and summarized by Loving God, Loving People and Living Surrendered. Being committed to the 6Ds of Discipleship ([www.opendoor.tv/about](http://www.opendoor.tv/about)).
7. Participate in all scheduled staff meetings and staff development times.
8. Meet with the Executive Pastor for department planning and evaluation.
9. Abide by the Open Door Employee Handbook including staff team values.
10. Perform other duties as assigned by the Executive Pastor and/or Senior Pastor.

***Work Schedule:***Approximately 40-45 hours a week. A normal schedule will be Monday through Friday 7:45am – 4:45pm with a lunch break. It should be expected that some earlier mornings or weekends could be required in order to troubleshoot facility systems to ensure the buildings are ready for the day. Special events and snowstorms may result in additional adjustments.

The above responsibilities are not intended to be an all-inclusive list. The staff at Open Door is committed to team ministry that pursues excellence with an attitude of “whatever it takes to get the job done”. Therefore, additional time may be required outside of typical work hours and normal schedules.

***Interested? Please send your resume to jobs@opendoor.tv ! Thank you.***