

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Maintenance Manager	Type Of Position:	Hours Per Week <u>38</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Treasury	Part Time _____	Exempt _____
Reports To: Undertreasurer	Intern _____	Non-Exempt <u>X</u>

POSITION SUMMARY:

This position involves overseeing and carrying out the complete maintenance of the Southern Union facility and grounds. In addition, there are limited custodial duties, van maintenance and transport of individuals and supplies.

SCOPE OF RESPONSIBILITY:

- Grounds: Grass, shrubs, flowers, landscaping, all outside structures
- Maintenance: All building systems, building access needs, HVAC temperature adjustments, Contract work out when necessary, handle emergencies such as plumbing, security, etc.
- Custodial: Clean carpet, pressure wash building exteriors and sidewalks, limited trash removal, exterior window cleaning, stock janitorial products
- Conventions: Transport supplies to and from convention, assist with audio visual equipment set-up, and deliver supplies as needed
- General: Airport pick-ups, on-call availability via cell phone, maintain gas/maintenance on office van, provide employee assistance when requested, member of Safety Committee
- Perform other duties as required by director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Minimum of a High School Diploma
- Basic knowledge of building maintenance, grounds, mechanics, and HVAC
- Three years' experience in related field.

KNOWLEDGE AND SKILL:

Well-developed knowledge of principles, policies, and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with no supervision. Adaptable and able to evaluate priorities as well as make decisions. Problem solving ability a must.

Must be able to facilitate good communication among departmental staff, other departments, and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally. Contact with contractors, whether by telephone, correspondence or personal contact. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully, effectively, and provide positive customer service within the Southern Union Conference and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without director's prior approval.