

Brookland Baptist Church

Vacancy Announcement

Job Title: Maintenance III	Vacancy #: 2020-06	Number of Vacancies: 1	Type of position: <input checked="" type="checkbox"/> Full time	Opening Date: 11/15/20	Closing Date: Until Filled
Contact: For additional information, please contact Tim McAllister (803) 744-7905			Mail your application package to: Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202		

Primary Duties and Responsibilities:

- Train and supervise employees
- Oversee and lead maintenance procedures and actions
- Supervise and lead all maintenance processes and operations
- Document and prepare daily progress reports and maintenance logs
- Ensure premises and facilities are kept in clean and hygienic condition
- Plan and manage all repair and installation activities
- Ensure all department workers adhere to safety policies and procedures
- Track expenses and oversee the budget for maintenance
- Assign work schedules
- Evaluate repair cost estimates
- Place orders for new supplies when necessary
- Negotiate contracts with outside vendors for execution of maintenance work
- Maintain all machinery to ensure it's at working standards
- Conduct regular inspections of the facilities to detect and resolve problems
- Develop and implement maintenance procedures
- Keep grounds and building corridors litter free
- Maintain a friendly, positive disposition at all times
- Pick-up or delivery of packages, mail or supplies and equipment
- Perform all other related duties and tasks as assigned

Requirements:

- High school graduate and 5 years maintenance experience or any equivalent combination of education, training and experience
- Valid driver's license
- Working knowledge of plumbing, carpentry and electrical systems
- Outstanding written and verbal communication skills
- Excellent organizational and leadership abilities
- Demonstrated ability to delegate tasks
- Familiarity in drafting and understanding blueprints and schematics
- Good personal appearance and cleanliness
- Ability to work non-traditional hours and weekends

Applications must be RECEIVED at the address listed above by the closing date.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. EVALUATION METHOD

Qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application packet.

Applicants are encouraged to submit a concise, narrative statement (no more than 1 typed page) addressing how their background meets each of the Knowledge Skills and Abilities (KSAs) listed below.

On a separate sheet of paper describe specific experience, projects, and training which show that you possess the following knowledge, skills and abilities (KSAs).

Knowledge, Skills and Abilities (KSAs):

- A) Knowledge of the principles and procedures of maintenance management.
- B) Knowledge of plumbing, carpentry and electrical systems.
- C) Skill in use of maintenance equipment.
- D) Skill in oral and written communication.

2. HOW TO APPLY

Applicants must **submit a completed application packet** that includes an application, resume and a narrative on the above Knowledge, Skills and Abilities. This packet should be mailed to the address given on the Vacancy Announcement.

3. **OTHER REQUIREMENTS AND INFORMATION**

Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing by urinalysis prior to appointment.

4. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.