



MT. JULIET CHRISTIAN ACADEMY

Mission Statement: As a ministry of First Baptist Church Mt. Juliet for over 40 years, our mission is to partner with families in developing students to think, lead, and live as Christians based upon a biblical worldview.

Job Description

JOB TITLE: Facilities Maintenance | **REPORTS TO:** Facilities Manager

Pay Range: \$40-50K

Primary Purpose: The Facilities Maintenance attendant will play a vital role in preserving and enhancing the functionality of First Baptist Mt. Juliet Church and Mt. Juliet Christian Academy facilities. Repairing and maintaining facilities to ensure a well-functioning, safe, and inviting environment for church and school activities.

Qualifications:

- Must be a Christian with sound Christian character and witness
- Must pass a criminal background check and drug screen and demonstrate Christian principles in relating to students, parents, and others.
- High school diploma or equivalent; technical or trade school certification is a plus.
- Proven experience in facilities maintenance.
- Strong knowledge of general maintenance practices and procedures.
- Ability to troubleshoot and repair basic electrical, plumbing, HVAC, and carpentry.
- Excellent organizational and communication skills.
- Flexibility to work rare evenings and weekends as required for special events.

Duties and Responsibilities:

1. **General Maintenance:**

- Conduct routine inspections of facilities to identify and address maintenance issues promptly.
- Perform repairs and maintenance tasks in areas such as plumbing, electrical, HVAC, and carpentry.
- Ensure the proper functioning of equipment and systems.
- Employ a proactive approach to identify potential issues and address them before they escalate.
- Utilize technical expertise to troubleshoot and diagnose maintenance issues.
- Provide timely and effective solutions to ensure minimal disruption to daily operations.
- Work closely with church and school staff to understand unique facility needs.

- Maintain open communication with the Facilities Manager, reporting maintenance issues and completed tasks in detail.
2. **Groundskeeping:**
 - Oversee outdoor maintenance activities for the school.
 - Ensure the cleanliness and aesthetic appeal of the school and church grounds.
 - Collaborate with external contractors for more specialized repairs when necessary.
 3. **Space Optimization:**
 - Collaborate with the Facilities Manager to optimize the layout and functionality of various spaces for improved efficiency.
 - Ensure that all rooms and areas are set up to meet the specific needs of school and church events.
 4. **Communication:**
 - Communicate effectively with the Facilities Manager to report maintenance issues and completed tasks.
 - Collaborate with school and church staff to understand specific facility needs.
 5. **Inventory Management:**
 - Monitor and maintain inventory of supplies and equipment necessary for maintenance tasks, including disposing of items no longer needed.
 - Coordinate with the Facilities Manager to order necessary materials and equipment.