



Grounds/Maintenance Technician

West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ. The Administration team exists to empower the ministries of the church and ensure we are good stewards of the resources that God has entrusted to us.

ROLE SUMMARY

This position will provide building and ground maintenance at West Ridge Church.

KEY RESPONSIBILITIES

Evening Security

- Complete shutdown of church facilities at least one night per week
- Use swipe card every time when entering and exiting building to keep accurate record of time.
- Lock all interior and exterior doors following the last event of the day, being the last person out of the building.
- Ensure all lights as well as unnecessary equipment have been turned off prior to exiting the building.
- Check trash cans in gallery and atrium areas for food waste and dispose of as needed. Empty trash cart.
- For events *without* paid housekeeping, ensure that the areas used have been left "Sunday ready."
- Keep accurate security reports and maintenance logs following each building shutdown. Contact the facility director immediately if there is a major issue or emergency that can't be corrected at the time of the report/log.

Maintenance Services

- Complete regular maintenance tasks such as, interior and exterior painting, carpentry, and minor plumbing and electrical work as needed
- Complete maintenance projects as directed by Facility Director and Operations Director

Ground Services

- Keeping grounds free from trash, litter and debris
- Lawn care, including mowing, trimming, pruning, weed control, and planting
- Sweep/blow breezeways and sidewalks
- Pressure wash walkways and other areas needed
- Responsible for the care, safe and efficient, use and security of maintenance tools, parts, and supplies
- Complete special projects as may be assigned and prioritized by Operations Director

QUALIFICATIONS & REQUIRED SKILLS

- Ability to review Facilities calendar and plan work time around scheduled church events
- Basic plumbing, electrical and construction skills.
- Operating and maintaining hand tools, such as shovels and saws efficiently.
- Punctual, reliable and responsible.
- Attention to detail and awareness of environment. (i.e., lights shut off, HVAC running, etc.).
- Ability to execute the church's vision and values through security and maintenance objectives.
- Experience working in a team oriented and collaborative environment.
- Desire to serve, support, and care for others as well as the facilities.
- Willingness to learn and be flexible as needs change.

Coverage Needed: TBD

Schedule: TBD

Average Hours/Week: 20-25

Status: Part Time, Non-exempt

Location: West Ridge Church - Dallas, GA

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Reports To: Facilities Director

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.