



## THE KING'S *Community Church*

PO Box 28, Stn. Milner, Langley BC Canada V2Y 0W9

Street Address: 21783 76B Avenue, Langley BC V2Y 2S5

Telephone: (604) 888 0969 Fax: (604) 888-0977 Email: [church@tkc.com](mailto:church@tkc.com)

### **Maintenance Job Description**

The King's Community Church is a community of people, chosen and redeemed by God's grace, to live as servants of Christ the King. We desire to do our part in seeing God's Kingdom established on the earth, as we are equipped to serve, depending on the Holy Spirit and God's authoritative Word.

The King's School is a ministry of The King's Community Church. Our heart is to serve the wider community of Langley by teaching children to develop a God centered worldview. We also desire to nurture our students in the ways of the Lord, particularly in knowing, showing, and enjoying God in all things.

We are looking for a ministry-minded responsible maintenance person who is a self-starter and will take ownership to maintain and improve our facilities.

The external and internal appearance of our property is an important aspect of our ministry. It is important for our maintenance person to show care, attention to detail and be proactive in all aspects of maintenance and grounds keeping.

### **Responsibilities**

- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Handling basic repairs and building maintenance. (Replacing broken switches, fixing door handles, minor leaks, basic plumbing, painting, etc.).
- Basic maintenance and repairs of equipment.
- Grounds keeping - watering plants, mowing lawn, cleaning entrances.
- Undertake occasional custodial and janitorial tasks (lifting heavy items, moving chairs etc.)
- Snow clearing and salting as required in winter of staircases, walkways etc, ensuring safety of staff and students.
- Periodic cleaning of gutters, inspection of classrooms during heavy rains.
- Overseeing contractors when professional repairs are necessary.
- Secure facilities when required after operating hours by locking doors, closing windows and setting up the alarm.
- On call with an alarm monitoring company.



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### **Requirements**

- The individual affirms our mission and statement of faith.
- Knowledge of use and maintenance of industrial equipment and appliances.
- Familiarity with basic landscaping and handyman practices such as painting, carpentry, plumbing, electrical, masonry, cement work, heating, welding, roofing, and related work.
- Attention to detail and conscientiousness.
- Skilled in the use of hand and power tools.
- Ability to: prepare estimates of time, materials, and labor; work from plans and specifications; work with limited supervision; follow oral and written instructions; form and maintain effective working relationships with others.
- Experience performing routine maintenance
- Eye for detail.
- Ability to maintain focus while working individually.
- Strong time-management skill.
- Positions in this class are required to drive with class 5 DL and include the ability to drive a RTV and a ride on lawnmower.
- Ability to lift 50lbs unassisted.

### **Hours**

- 40 hours per week, between 7:30am and 4:30pm, Monday to Friday.
- On call for emergency and security alarm monitoring.

### **Accountability**

- Directly reports to the Property Manager.
- Monthly meetings with Property manager.

### **Pay & Benefits:**

- Pay will be based on experience.
- Extended medical benefits.
- Cell phone stipend.
- Two weeks of Vacation.

**Probation:** Six months.