

Job Description: Maintenance Manager

Position Overview:

The Maintenance Manager (MM) supports the purpose and programming of the Service Team in conjunction with the core values, mission, and vision of Grace Lutheran Church (GLC). The maintenance position is charged with keeping the Grace Lutheran Church home in excellent condition and ready for worship and activities on a weekly basis.

Our Core Values:

- + Faith
- + Christ-centered Community
- + Service

Our Mission:

To boldly live out our faith in Jesus through worship, fellowship, and service to God and our neighbor, here and around the world.

Our Vision:

Guided by prayer and the inspiration of the Holy Spirit, Grace Lutheran welcomes people of all ages and backgrounds, to be fed and forgiven as we meet Jesus at the table, and to participate together in making Jesus known to all.

Essential Duties and Responsibilities:

- Light building maintenance
- Set-up for services and events
- Lawncare, snow shoveling, and sidewalk de-icing
- Some custodial and other duties as assigned including cleaning the sanctuary and parament changes
- Annual main floor restrooms and kitchen deep cleaning
- Work with Finance Manager to order supplies and coordinate outside vendor help and payment
- Other responsibilities assigned by the personnel team.
- Evening walkthrough to ensure doors locked and lights off, and daily boiler check.
- Key contact for emergency building needs.
- This position reports to the Senior Pastor.

Note: The above statements are intended to describe the general nature and level of work being performed in this position, not an exhaustive list of all duties.

7/22/26

Grace Lutheran Church, ELCA

Maintenance Manager

Hours: This position requires an average of 40 hours per pay period with some weeks requiring more or less hours.

Education and Experience:

- High School Diploma or equivalent.
- One-year progressive experience in related field along with the skills, knowledge and abilities required.
- Boiler License or willingness to obtain license which will be paid for by GLC

Physical Job Requirements and Working Conditions:

- Walk, stand, bend, stoop, kneel, squat, work with arms above shoulder, ladder climbing
- Lift or carry less than 10 lbs.; Lift, carry, push, pull 26-60 lbs.
- Independent worker with flexible hours as needed to complete required tasks
- Email communication with pastors and staff for regular job duties.
- Monthly email report to the Service Team
- Work in collaboration with other maintenance staff and volunteers

Expectations:

- Complete responsibilities in a timely fashion to be able to plan ahead
- Work well with staff, volunteers, and guests
- Develop respectful and cooperative working relationships with co-workers, listen well, and respect viewpoints different than own
- Inform Senior Pastor of all important matters pertaining to assigned job responsibilities
- Attend weekly staff meetings
- Represent the church in a professional manner
- Maintain confidentiality
- Complete a yearly check in with the Senior Pastor and Personnel Team Chair
- Complete background check
- Review employee handbook and sign acknowledgment form
- Partner with building staff and volunteers to back-up the position as needed.

Compensation:

- \$18 - \$20 per hour, based on experience. \$1 per hour additional compensation with Boiler License credential.
- 90-day probationary period with initial performance review.