

Position: Custodial/Maintenance Engineer **Location:** Arlington Hills Lutheran Church
1115 Greenbrier St. Paul, MN
Supervisor: Senior Pastor or designee **Status:** Salaried /40 hours per week / Full
Benefits
Work Schedule: Includes Sunday mornings

General Definition of Work

Performs intermediate skilled trades work assisting with the planning, organizing and supervising the maintenance and repair the church building, interior and exterior, and related equipment; maintaining HVAC, electrical and plumbing systems, and related work as apparent or assigned. Work is performed under the supervision of the Senior Pastor (or designee) and the limited supervision of the Finance, Property and Administration Board.

Qualification Requirements

To be a successful church custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, and orderly place to worship and congregate. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Conducts maintenance checks and service on various parts of church boilers, water pumps, air compressors, steam converters, water heaters, refrigerator/freezer pumps, air handling systems and all other HVAC, plumbing and electrical systems. Includes making an effort to conserve energy and encouraging energy conservation.
- Maintains an inventory of work supplies and equipment, assists with picking up supplies as needed.
- Trains, assigns, oversees, monitors and inspects the work of part-time custodial staff.
- Opens and/or secures building premises and inspects doors, windows and locks to ensure building security.
- Conducts snow/ice removal activities which includes shoveling and snow blowing, especially on Sunday mornings or when there are schedule activities in the church.
- Performs landscape work such as lawn mowing, trimming of plants, etc.
- Performs general custodial tasks such as cleaning and trash removal for all areas of the building including restrooms.
- Sets up and removes tables, chairs, etc. for various functions and/or events.
- Works in collaboration with staff, committees, congregation, tenants of the building, guests, and the general public.
- Creates a positive relationship with the internal and external customers and ensures the interaction the customers have with Arlington Hills Lutheran Church is an efficient and satisfying experience.

Knowledge, Skills and Abilities

- Minimum of one (1) year prior experience in maintenance, custodian or janitorial position or related area.
- High school diploma or GED required
- Ability to take written and oral instructions in English and perform work duties independently and with minimal supervision.
- Ability to provide written or oral instructions and information in English.
- Ability to establish and maintain effective working relations ships with building staff, co-workers, tenants, visitors and the general public.

Arlington Hills Lutheran Church – 1115 Greenbrier Street – St. Paul, MN 55106

www.ahlc-stp.org Telephone: 651-771-5501

- Ability to effectively communicate with persons of diverse backgrounds and ethnicities.
- Must possess at least a State of Minnesota Boiler Operation License (Special) or higher or be willing to obtain one within three months of being hired.
- General knowledge of cleaning and maintenance tools and cleaning equipment.
- Ability to recognize and diagnose mechanical issues.

Physical Requirements:

- Frequent lifting of 30 pounds or more.
- Frequent push/pull of force 30 pounds or more.
- Frequent climbing of ladders and stairs.
- Good mobility with the ability to climb, crawl, bend and have good dexterity in regard to grasping, reaching, handling.
- The ability to operate indoor cleaning machines (vacuum, buffer, etc.) and grounds keeping equipment (lawn mower, edger, snow blower and snow brush).

Special Requirements:

Valid driver's license in the State of Minnesota

Qualified Candidates:

Must be able to perform the essential duties of the position with or without accommodation. A qualified person with disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position.

Final candidate must pass a background check, including but not limited to Criminal history check, credit history check, current and former employment and personal references.

Salary and benefits are negotiable.