



BUILDING AND GROUNDS MAINTENANCE WORKER

*We are currently conducting a recruitment to fill the position of Building and Grounds Maintenance Worker for the **Saint Paul Church of Sacramento**. Located in the heart of the historic Sacramento neighborhood of Oak Park, Saint Paul Church has served as a leader and partner in the community for more than 75 years. The 79,000-square-foot worship center is known as a place for spiritual practice and serves as a community meeting place that accommodates numerous trainings, conferences, workshops, and much more.*



WHAT WE BELIEVE

At St. Paul Baptist Church, we believe that the Bible is from God and that the Bible is true. According to the Bible, the following are affirmations we hold:

About God

We believe that there is only one true and living God without division of nature, essence, or being but who reveals Himself to us in three distinct Persons: Father, Son and Holy Spirit.

We believe that God the Father is Father in truth to those who become children of God through faith in Jesus Christ. Jesus Christ is the eternal Son of God who was made provision for the redemption of mankind from sin and will return in power and glory to judge the world and to consummate His redemptive mission. The Holy Spirit is the Spirit of God who exalts Christ, convicts of sin, righteousness and judgment.

The Authority and Power of the Bible

We believe that the Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man.

Salvation

We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.

About the Church

We believe that the church is a local body of baptized believers of the Lord Jesus Christ who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

About Baptism

We believe that Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an obedient act symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

About the Lord's Supper

We believe the Lord's Supper is an ordinance mandated by Jesus Himself. This solemn act is to be done honestly and repeated in commemoration of Christ's death burial and resurrection. It is a time of introspection and a reminder of the atonement symbolized by the taking of the bread and juice.

About Ministry

We believe every Christian has been called by God to actively participate in ministry (Matthew 28:19-20 & Acts 1:8).

POSITION OVERVIEW

This is a full-time, non-exempt position. The Building and Grounds Maintenance Worker is responsible for maintenance of facilities and grounds. The primary focus of the Building and Grounds Maintenance Worker is to ensure buildings and grounds are safely maintained in a manner that is effective and efficient.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform preventive maintenance, repair, and installation of electrical, plumbing, painting/drywall and HVAC systems.
2. Perform minor maintenance duties including, but not limited to, cleaning and changing filters as well as changing light bulbs and ballasts.
3. Perform minor painting tasks.
4. Perform light carpentry work as needed.
5. Perform general repair and maintenance work, as needed.
6. Ensure fire alarms and fire extinguishers are in compliance with applicable safety codes.
7. Provide input during inspection of buildings and facilities to ensure repairs occur as needed.
8. Maintain grounds including, but not limited to, mowing grass, trimming trees, cutting hedges, and watering plants.
9. Assist custodial staff, as needed.
10. Ensure exterior trash cans emptied and property/grounds remain free of trash and debris.
11. Inspect church facilities and maintain an inventory of equipment and furniture.
12. Schedule periodic deep cleaning of flooring, which includes carpet, tile and vinyl.
13. Ensure lighting fixtures and vents are clean.
14. Perform other duties and responsibilities, as assigned.



POSITION OVERVIEW (Continued)

Minimum Qualifications:

1. A clear testimony of faith and a personal and growing relationship with Christ evidenced by attitude and behavior.
2. Ability to work independently or as a team.
3. Ability to observe and report safety hazards and need for maintenance and repair.

Core Competencies Required:

1. **Interpersonal Skills:** Establishes good working relationships with others, uses diplomacy and tact, and is approachable.
2. **Attention to Detail:** Consistently attends to minute details, follow up on missing or out of balance items, keeps the larger picture in mind while tending to the smallest of details.
3. **Integrity and trust:** Is seen as trustworthy by others, keeps confidence, and responds to situations with constancy and reliability.
4. **Spiritual Maturity:** Shows strong spiritual grounding.

EDUCATION, CERTIFICATIONS & LICENSES

Education, Training and Experience

- High School diploma and minimum of three (3) years' job-related experience.
- Experience with plumbing, electrical, and HVAC systems, drywall, mudding and painting.
- Experience with concrete and asphalt.

Note: Consideration may be given to individuals who possess a combination of education and experience within the above parameters.

Certificates and Special Requirements

- COVID-19 Vaccine is Required
- Criminal Record Clearance is Required
- Child Abuse Index Clearance is Required
- TB Test Clearance



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POSITION STATUS

Full – time, non-exempt

REPORTS TO:

Facility Manager

COMPENSATION PACKAGE

The Building and Grounds Maintenance Worker will be compensated as follows:

- Starting salary range of \$56,000.
- Medical, dental and vision coverage.
- Contributions to 403 (b) plan.
- Paid time off which includes vacation, sick leave, health and wellness day and personal day.

APPLICATION PROCESS

To be considered for this position, please submit the following items to:

Attn: Terri Hampton at Jobs@saintpaulsac.org

- Cover letter that explains how you are qualified for the position.
- Christian Experience Essay.
- Curriculum Vitae/Resume.
- List of five (5) professional references.

Note: Applicants who fail to provide a complete package may not be considered.