

Roswell United Methodist Church - Job Description

Position: Handyman

Date: November 2018

Responsible to: Director of Buildings and Grounds

Non-exempt, part-time (25 hours/week), hourly position

General Description: Under the supervision of the Director of Buildings and Grounds, perform skilled handyman and painting tasks involved in construction, maintenance, and repair. Embrace the mission of RUMC: Invite – Grow – Serve.

Specific Job Responsibilities:

1. With the Director of Buildings and Grounds, review and prioritize work orders, estimating time, materials, and equipment requirements. Complete assignments efficiently without sacrificing quality.
2. Safety. Have knowledge of and implement proper safety practices. Store, maintain, and preserve equipment and supplies in a safe and orderly manner. Ensure job site is left clean, safe, secured, and free of obstructions. Regularly inspect all facilities, equipment, and grounds for safety and appearance. Report on necessary repairs.
3. Working knowledge of building maintenance and repairs to include but not limited to: basic electrical, plumbing, HVAC, appliance, sheetrock, roof, gutter, and tile repairs, as well as general carpentry. Troubleshoot general issues and recommend outside assistance to the Director of Buildings and Grounds.
4. Painting. Ability to prepare a variety of interior and exterior surfaces for painting; apply a variety of surface coatings; mix, match, and prepare paints and stains to blend with existing colors.
5. Assist with general maintenance requirements as assigned by the Director of Buildings and Grounds.

This is not necessarily an exhaustive list of all duties, performance standards or requirements, efforts, skills, or working conditions associated with this job. It is, however, intended to be an accurate reflection of the current job responsibilities. Please specify job and email your resume to hr@rumc.com