



LAKE BURIEN PRESBYTERIAN CHURCH

Send resume to Travis Brown at travisbrown@lbpc.org

Job Description

Title:	Facilities Maintenance Assistant
Supervisor:	Travis Brown
Hours:	Part-Time, 16 hours per week
Compensation:	\$22.00 - \$25.00 Hourly (Non-Exempt)
Benefits:	Dental, paid sick leave, paid holidays, 403b retirement
Revised:	January 2024

Position Summary

The Facilities Maintenance Assistant works with the Director of Operations and the Facilities committee to ensure that the LBPC property and buildings are clean and in good operating condition. This position will perform general maintenance and repairs for assigned equipment and facilities.

Functions/Responsibilities

- Meet weekly with the Director of Operations to troubleshoot maintenance issues and determine and prioritize necessary repairs.
- Perform general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, repairing doors and other building fixtures, minor plumbing, minor electrical, and minor carpentry.
- Annual maintenance and upkeep – including, but not limited to cleaning drains, gutters, light bulbs, smoke detectors, pressure wash outside areas.
- Comply with all safety and health regulations.
- Inventory all maintenance, cleaning supplies, and equipment. Report any needs to the Director of Operations.
- Respond to emergency calls for maintenance and repairs (which may include evening or weekend work on occasion).

Desired Skills and Qualities

- Ability to work in a team and follow instructions from supervisor or LBPC leadership.
- Knowledge of general maintenance and repair work.
- Ability to use hand tools and power tools.

- Must adhere to all LBPC policies and guidelines.
- Consistent positive, friendly, and cooperative attitude.
- Ability to work without direct supervision, identify what needs to be done and prioritize the list of work orders.
- May be required to work outside normal work hours.
- Excellent organization and time management skills.
- Ability to be flexible and adapt to a changing environment.

Physical Requirements and Working Conditions

- Prolonged periods of standing and walking.
- Must be able to physically climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

Education/Training

- High School diploma or equivalent required.
- Electrical and/or Plumbing experience preferred.

About Us

The Gospel Fully Alive!

Lake Burien Presbyterian Church is an intergenerational, vibrant community that:

- **Encounters** God in all things
- **Equips** people for leadership & service
- **Welcomes** & engages community
- **Pursues** biblical justice in the name of Christ
- **Reflects** our diverse community
- **Takes** risks on behalf of those who are marginalized
- **Partners** with others toward community well-being

Lake Burien Presbyterian Church is committed to employing a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, citizenship, marital status, age, disability, or veteran status.