



Job Description: **Building Engineer**

Position: Building Engineer

Classification: Part-time (approx. 10-12 hours per week)

Educational Requirements: High school diploma or equivalent

Reports to: Senior Pastor with accountability to Board of Trustees

Supervisor: Day-to-day to Church Administrator

Salary: To be determined based on experience of applicant

Job Goal & Summary: The role of the Building Engineer is to work with other church staff members to make sure that our church building is available and ready for use for the various activities of the church and community. Therefore, the Building Engineer is part of a team that ensures our ministry is done in a safe, clean environment. While most of these activities will be performed during scheduled working hours, the Building Engineer will need to respond to requests from the Pastor(s) and other staff members. A common purpose and goodwill relationship are required to ensure this occurs with minimal confusion.

Duty / Responsibility: Building Engineer will be responsible for the items outlined in the Building Engineer Task List (see attached), including, but not limited to daily, weekly, monthly maintenance of the buildings and grounds, equipment reports, and building repairs and modifications. The candidate will need to perform electrical, plumbing, HVAC, painting/plastering, carpentry, and mechanical repairs as needed. Duties also include attentiveness to developing needs around the building and reporting those needs to the Board of Trustees. The candidate will participate in monthly meetings with the Board of Trustees and may be asked to supervise any outside contracted repairs taking place on the premises. Building Engineer will be asked to take initiative on building upkeep, projects and repairs and bring these to the Board of Trustees for discussion, approval, and action.

Job Conditions/Physical Requirements: Candidate will need to have ability to lift up to 50 pounds and climb ladders. Building Engineer will need to have ability to work evening or weekend hours should the need arise in supporting the care of the building.

Terms of Employment: Employment with Gary United Methodist Church is strictly "at-will" and may be terminated at any time by either the employee or Gary United Methodist Church without cause or reason. Nothing contained in the Employee Handbook, nor any representation by any supervisor or representative of Gary United Methodist Church, may contradict or contravene the at-will employment policy.

Building Engineer Task List - Proposed 6/6/2022

<u>Task</u>	<u>Location</u>	<u>Frequency</u>
Check drains	Water Sources	Monthly
Clean out leaves/debris	Water Sources	Monthly
Test incoming water sources	Water Sources	Bi-annually
Low traffic carpet cleaning	Interior	Annually
High traffic carpet cleaning	Interior	Bi-annually
Carpeting evaluated for repairs	Interior	Annually
Tile evaluated for repairs	Interior	Annually
Alarms, heat, smoke detectors tested	Safety	Annually
Oversee Fire Extinguisher mainenance	Safety	Annually
Oversee Sprinkler mainenance	Safety	Annually
Make sure safety measures are functioning	Safety	Annually
Update and maintain contractor list	General	Monthly
Systemize maintenance schedules	General	Monthly
Verification of contractor services performed	General	Monthly
Inventory of construction materials	General	Monthly
Inspect and maintain HVAC system	Heating system	Monthly
Boiler maintenance- testing water	Heating system	Weekly
Heating time cycles reviewed/adjusted	Heating system	Monthly
Check heating Zone Valves	Heating system	Monthly
Check lights bulbs/replace as needed	Lights	Weekly
Light timers checked/reset as needed	Lights	Weekly
Clean sanctuary wood	Interior	Annually
Painting interior walls/touch up as needed	Interior	Monthly
Kitchen condensers/coils vacuumed	Kitchen	Yearly
Greasetraps inspected/cleaned	Kitchen	Bi-annually
Hot Water Tanks drained/refilled	Kitchen	Annually
Roof inspection	Exterior	Annually
Tuckpointing inspection	Exterior	Annually
Windows washed inside/out	Windows	Bi-annually
Supervise Elevator Inspection	Interior	Monthly
Door hinges/locks checked	Exterior/Interior	Monthly
Exterior signs cleaned/updated	Grounds	Monthly
Parkling lot maintenance	Grounds	Weekly



224 North Main Street Wheaton, IL 60187 630-668-3100 www.garychurch.org

Employment Application

Date: _____ Position for which you are applying: _____

Personal:

Name - First: _____ Middle: _____ Last: _____

Address: _____ City/State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Birthdate: _____

Education:

High School: _____ Location: _____

Dates Attended From: ____ To: ____ Did you graduate? Yes No If no, please explain: _____

College: _____ Location: _____

Dates Attended From: ____ To: ____ Did you graduate? Yes No Degree: _____

Other: _____ Location: _____

Dates Attended From: ____ To: ____ Did you graduate? Yes No Degree: _____

Memberships in Professional Organizations: _____

Work Experience:

Please list your employers from the past ten years. Use an additional page if necessary.

1. Current Employer: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Dates Employed From: _____ To: _____

Reason for Leaving: _____ May we contact your supervisor for a reference? Yes No

Supervisor: _____ Phone Number: _____

Duties and Responsibilities: _____

2. Previous Employer: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Dates Employed From: _____ To: _____

Reason for Leaving: _____ May we contact your supervisor for a reference? Yes No

Supervisor: _____ Phone Number: _____

Duties and Responsibilities: _____

3. Previous Employer: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Dates Employed From: _____ To: _____

Reason for Leaving: _____ May we contact your supervisor for a reference? Yes No

Supervisor: _____ Phone Number: _____

Duties and Responsibilities: _____

Volunteer Experience: Please list any relevant volunteer positions you have held in the past five years.

1. Organization: _____
Address: _____ City/State: _____ Zip: _____
Volunteer Position: _____ Dates of Service From: _____ To: _____
Supervisor: _____ Phone Number: _____
Duties and Responsibilities: _____

2. Organization: _____
Address: _____ City/State: _____ Zip: _____
Volunteer Position: _____ Dates of Service From: _____ To: _____
Supervisor: _____ Phone Number: _____
Duties and Responsibilities: _____

3. Organization: _____
Address: _____ City/State: _____ Zip: _____
Volunteer Position: _____ Dates of Service From: _____ To: _____
Supervisor: _____ Phone Number: _____
Duties and Responsibilities: _____

References: Please list three personal references (unrelated to you by blood or marriage). References are confidential.

1. Name: _____ Relationship: _____
Address: _____ City/State: _____ Zip: _____
Phone Number: _____ Years Known: _____

2. Name: _____ Relationship: _____
Address: _____ City/State: _____ Zip: _____
Phone Number: _____ Years Known: _____

3. Name: _____ Relationship: _____
Address: _____ City/State: _____ Zip: _____
Phone Number: _____ Years Known: _____

Additional Questions

Depending upon the position for which you are applying, you may be required to work evenings and weekends, including Sundays. Are you able to do that? Yes No

Can you support the mission, values and doctrine of the United Methodist Church regardless of your personal beliefs? Yes No

Have you ever been convicted of a crime, excluding misdemeanors? Yes No

Verification and Release

I certify that my answers are true and complete to the best of my knowledge.

If hired, I understand that false or misleading information in my application or interview may result in my release.

If offered employment, I understand that I will be subject to a background check and required to complete an I-9 Employment Eligibility Verification form.

I have read this waiver and application in its entirety and am fully aware of its contents.

Printed Name of Applicant

Signature of Applicant

Date