



771 Somerset Street
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Position title: Building Maintenance Technician

Classification: Full-Time

Reports To: Facility Director

Position Summary:

First Baptist Church of Lincoln Gardens is seeking a dedicated and experienced Building Maintenance Technician to join our team. This individual will be responsible for maintaining the church's buildings and grounds to ensure a safe, clean, and welcoming environment for all parishioners, staff, and visitors. The ideal candidate will have a strong background in general maintenance, excellent problem-solving skills, and a commitment to the mission and values of our church community.

Overall, Role Responsibilities:

- Perform routine inspections and maintenance of church buildings
- Address and repair any minor issues promptly and report major repairs to the Facilities Manager.
- Oversee and perform tasks such as painting, carpentry, and masonry work as needed.
- Maintain the church grounds, including landscaping, lawn care, and snow removal.
- Ensure the cleanliness and upkeep of outdoor areas, including parking lots, walkways, and playgrounds.
- Ensure all maintenance activities comply with local building codes and safety regulations.
- Conduct regular safety inspections and address any potential hazards immediately.
- Assist with fire and safety drills and ensure all safety equipment is functional.
- Provide custodial support and assistance at special events (set-up/break down for funeral, memorials, workshops, church meetings, church events etc.)
- Assist with audio-visual equipment setup and troubleshooting as needed.
- Monitor and maintain inventory of maintenance supplies and equipment.
- Order necessary supplies and materials in a timely manner to ensure continuous operations.
- Work closely with the Facilities Manager, church staff, and volunteers to coordinate maintenance activities and support church events.

Qualifications:

- High school diploma or equivalent; technical or trade school certification is a plus.
- Minimum of 3 years of experience in building maintenance or a related field.
- Knowledge of HVAC, plumbing, electrical, and general building systems.
- Proficiency with maintenance tools and equipment.
- Ability to lift heavy objects and perform physically demanding tasks.
- Excellent problem-solving skills and attention to detail.
- Good communication skills and the ability to work independently or as part of a team.

Rev. Danté R. Quick, Ph.D., Senior Pastor

Ali Wilson, Trustee Servant Leader | Lawrence Hibbert & Cynthia Gipson-Lee, Diaconate Servant Leaders | Leon Largie, Executive Director

- Must have valid NJ Driver's License in good standing
- Must be available to work on call, evenings and weekends as needed.
- Strong commitment to the mission and values of First Baptist Church of Lincoln Gardens.
- Professional, respectful, and friendly demeanor.
- High level of integrity and trustworthiness.
- Ability to manage time effectively and prioritize tasks.

Physical Demands:

The church custodian must be able to lift and move heavy objects (up to 75lbs), stand for extended periods of time, and perform repetitive motions. The position may require bending, stooping and reaching

Working Conditions:

Work schedule will include prioritizing demands, deadlines and managing emergencies. The church custodian will work primarily indoors but may be required to work outdoors for events and activities. The position may require working in areas with cleaning chemicals and other hazardous materials.

Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and experience <https://fbcsomerset.com/employment>. Applications will be accepted until position is filled.

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