

SANDY RIDGE BAPTIST CHURCH

Hickory, NC 28601

Job Description



Facilities & Maintenance Coordinator

Dated Revised: February 6, 2026

Submission Deadline: N/A

Reports to: Building & Grounds Committee with Sr. Pastor

Position Summary

The Facilities & Maintenance Coordinator is a part-time position approximately 20 hours per week. A practical handyman who supports the mission of SRBC by ensuring that all buildings, grounds and equipment are clean, safe and well maintained. Duties are **including but not limited to** those outlined below.

Qualifications

- Previous experience in facilities maintenance, custodial services, or building operations preferred
- Basic knowledge of electrical, plumbing, HVAC and general building repair
- Ability to lift up to 50 lbs and perform physical tasks as needed
- Strong organizational and problem-solving skills
- Ability to work independently, manage time effectively, and respond to urgent needs
- Professional, dependable, and able to maintain confidentiality

Roles & Responsibilities

A) Minor Repairs, Maintenance & Facilities Care

B) Toolroom, Inventory & Asset Control

C) Facilities Oversight, Contractors & Administration: Responsibilities **include but are not limited to:**

- Conducting preventative walkthroughs and communicating maintenance needs or potential needs to the Building Grounds Committee
- Monitoring plumbing, electrical, HVAC/ventilation systems, hot water systems (including baptistry), drainage, and gutters

PROJECTS

Project-related responsibilities **include but are not limited to:**

- Assisting with facilities-related projects as directed by the BGC

AUTHORITY LIMITATION

The Facilities & Maintenance Coordinator's role is **coordination only**. The FMC has **no authority to sign contracts, approve expenditures beyond approved limits, or otherwise legally bind Sandy Ridge Baptist Church**. All contracts, permits, and financial commitments must be approved and executed by authorized church leadership or the Buildings & Grounds Committee.

Schedule & Compensation

- **Schedule:** Part-time or full-time (based on church needs)
- **Compensation:** Competitive, based on experience