

Position: Sexton

Employment Status: Full-time - Non-exempt

Work Location: Palm City Presbyterian Church, 2700 Martin Highway, Palm City, FL 34990

Work Hours: Tuesday – Friday 8:30 a.m. - 4:00 p.m.

Saturday 1:00 p.m. - 5:00 p.m.

Sunday 7:30 a.m. - 2:30 p.m.

Hours may be adjusted as required to open and secure facilities

Purpose: Maintain the facilities and grounds to ensure they are available and ready for use. Will coordinate with the Buildings and Grounds Team to ensure proactive maintenance and repair management, timely response and identification of facility needs, and facility access as required.

Position Description:

- Safety
 - Ensure all work activities are completed in a safe manner and employees or volunteers are provided safety training as appropriate. Utilize appropriate personal protection equipment (PPE) as necessary. Inspect equipment prior to usage and repair any unsafe or damaged equipment.
- Facility access
 - Provide access to and re-secure the facilities for regularly scheduled meetings and events including worship services presently held on Sundays at 8:30 a.m., 9:30 a.m. and 11:00 a.m. Facility access shall include unlocking and locking various doors, turning on and off necessary air conditioning and lights, and disarming and arming security alarms.
- Meeting and Event Setup and Take Down
 - **Review as necessary the facility usage schedule to ensure the timely completion of set up and take down of tables, chairs, and other furniture or furnishings for activities that include but are not limited to Sunday services, Sunday school, men’s and women’s Bible studies, children and youth activities.** Once per month setup and take down services will be necessary for the bell choir and the brass ensemble.
- Security
 - Responding to security alarm notifications and maintenance issues requiring immediate attention
 - Ensure the facilities are secure, communicate with the alarm monitoring company, and contact the appropriate authorities when necessary. Appropriate authorities include but are not limited to Police, Fire, Operations Manager and the Building & Grounds Chairperson. Sexton contact information will be provided to the alarm monitoring service as the primary after-hours contact for response to alarm notifications at PCPC.
- Repair and Maintenance of the Facilities
 - Work with Buildings & Grounds team to ensure the cost-effective maintenance of the facilities. Responsible for regularly assessing the conditions of the buildings and their systems, as well as developing and implementing a facility preventative maintenance schedule necessary to maintain, preserve and keep the premises in good repair and condition.

- Inspect the facilities and grounds to insure any hazardous or other unsafe conditions are identified and addressed promptly.
- Provide inspection, maintenance and minor repair services as necessary to the buildings, equipment and grounds and for coordinating with other contractors providing services to PCPC including plumbing, air conditioning, electrical, elevator and landscaping services.
- Ensure facilities are clean and buildings, sidewalks and parking curbs are pressure washed to maintain a neat and clean appearance absent of mold and mildew.
- Oversee the landscaping contractor to ensure upkeep and maintenance of the grounds and gardens.
- Coordinate with mechanical contractor for preventative maintenance and repairs of A/C equipment.
- Respond to maintenance issues requiring immediate attention.
- Inspect the property and remove litter or other debris.
- Schedule and coordinate with service providers to ensure necessary and required maintenance, tests and inspections are timely completed, to include elevators, fire extinguishers, security and air conditioning systems.
- Coordinate work times and facility access for other companies providing services to PCPC.
- Solicit bids for significant repairs and make recommendations to building and grounds team for approval.
- Solicit bids and make recommendations to building and grounds team for approval of any change to contractors supporting the facility repairs, maintenance, or grounds.
- Provide support to the Building and Grounds team as may be requested by the Chairperson.

Position Requirements:

- 5 years previous facilities experience
- Growing faith in Jesus Christ
- Must be physically able to stand and walk continuously, stoop, reach, push, pull and bend. Must be physically able to lift objects up to 50 lbs. unassisted, and occasionally over 50 lbs. with assistance.

Competencies:

- Verbal and written communications skills
- Organizational skills
- Strong technical orientation
- Work well with volunteers

Position reports to the Operations Manager

- Meets with the Operations Manager at the beginning and end of each week to review and plan activities. Maintain a log of hours and activities.
- Maintain, with the Operations Manager and with input from Building and Grounds, an ongoing list of maintenance projects.

Applicants interested in this position please contact Personnel & Administration representative [Ron Bartnick](#)