

## University Presbyterian Church, San Antonio

### Job Title: Maintenance Coordinator

**Report to:** Church Administrator  
**Directly Supervises:** Contractual Cleaning Service  
**Status:** Full-Time 40 hours per week  
**FLSA:** Exempt

#### **Purpose:**

The Maintenance Coordinator is responsible for proactively meeting the custodial and maintenance needs of the church property, working collaboratively with church staff and leaders, to ensure University Presbyterian Church facilities and grounds are clean, maintained, organized and welcoming. The Custodian is responsible to the Session of University Presbyterian Church through its Facilities and Operations Committee Chair and is directed daily by the Church Administrator, and ultimately reports to the Pastor as Head of Staff.

#### **Responsibilities:**

- Monitor and maintain equipment, fixtures, hardware, and building appurtenances in UPC and UP Children's Center, performing any maintenance repairs that do not require assistance of contracted labor, and reporting any event requiring outside commercial service to Church Administrator.
- Be the point of contact for, coordinate with, and oversee work of those contracted to repair church property, and communicate problems and needs to necessary church staff and Facilities and Operations Committee Chair.
- Arrange for purchase, pick up of needed parts, supplies, new items, hardware necessary for repairs and proper operation. Install parts and new items, as able, and storing parts and supplies necessary for routine maintenance and repairs.
- Perform spot-checks of gathering areas, ensuring that space is clean and ready for use when needed.
- Set up rooms and spaces for worship services and other events, doing all set-up and take-down for events and programs through the week for UPC, The SoL Center and UPCC, including set-up and take-down for Sunday Worship and other Sunday activities.
- Ensure urgent custodial issues are rectified promptly, especially for UPCC during the school day.
- Perform janitorial duties to ensure that all church facilities, both inside and outside of the church are clean. Responsibilities include, but are not limited to vacuuming, dusting, cleaning and sanitizing, cleaning windows, and collecting the garbage.
- Maintain sprinkler system and controls and provide landscape services as able, trimming shrubs and trees as needed to provide for safe passage, and sweeping or blowing grass, leaves, mud, sand, etc. from walk-ways around buildings and on playgrounds as needed.
- Coordinate with staff and the Facilities and Operations Committee to prioritize responsibilities and schedule.
- On occasion, work at weddings, funerals or special events on weekends if custodian is asked to be available for preparation and clean-up. Flex time will be provided.
- Oversee janitorial cleaning service for UPCC.
- Any other duties assigned by the church leadership.

#### **Core Competencies:**

- **Physical Capability:** Ability to easily lift and carry 50 pounds and safely climb on ladders and other elevated surfaces as required for custodial duties.
- **Mission Ownership:** Demonstrates awareness and full support of the mission, vision, and values of University Presbyterian Church, and incorporates them into fulfilling job responsibilities.
- **Technical Expertise:** Possesses the necessary technical knowledge and skills to effectively clean church property and perform necessary repairs.
- **Initiative:** Enjoys working hard; is action oriented and energetic about fulfilling responsibilities and meeting needs; shows proactivity in identifying and solving problems. Adept with competing priorities on a daily basis.
- **Attention to Detail:** Consistently identifies and responds to needs, both large and small; shows ability to identify needs that may be overlooked by others, and can spot often-missed corrections when needed; keeps the larger picture in mind while tending to the smallest of details.
- **Decision Making and Problem Solving:** Responds to challenges in a timely and appropriate manner; uses

sound logic to approach difficult problems and apply effective solutions; understands responsibilities and successfully manages time accordingly; employs creativity when solution does not immediately present itself; effectively prioritizes responsibilities.

- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation and UPCC; projects empathy when dealing with members and friends of the congregation; is able to willingly supply answers and resources that others find satisfying; exudes a positive disposition that accurately reflects the mission of the church.
- **Interpersonal Skills:** Establishes good working relationships with others through genuine care and effective communication; builds appropriate rapport with congregants, staff, and leadership; possesses verbal and written skills to convey vital information.
- **Team Orientation:** Attends staff meetings as scheduled and understands the importance of teamwork; demonstrates interest, skill, and success in team environments; works well with members of the staff as well as church leadership; is proactive in identifying his/her role in accomplishing a task and is enthusiastic about offering support.

**Salary and Benefits:**

- Pay: \$42,500
- Work Schedule: 40 hours/week, Sunday mornings required
- Health insurance
- Paid time off
- Positive work environment and work culture

**About University Presbyterian Church:**

**300 Bushnell Ave. San Antonio, TX 78212 (210) 732-9927 upcsa.org**

University Presbyterian Church is part of the Presbyterian Church USA, a denomination with 1.7 million members throughout the United States. UPC was organized in the fall of 1950 and the sanctuary building at the corner of Shook and Bushnell Avenues was dedicated in January 1955. There has been a long and important relationship between the UPC congregation and Trinity University next door. Before having its own building, the congregation worshiped on the Trinity campus, and over the years many faculty, staff and students from Trinity have become a part of this faith community.

The first services were held on campus during construction, using a cross made from two pieces of scrap lumber. When the UPC sanctuary was completed the cross was carried, in procession, from the campus to the new building and installed in the chancel, where it has remained ever since. Members see its jagged ends and plain wood as symbols of a broken world in need of healing. Later, UPC began the custom of giving a replica of this cross to departing members.

The University Presbyterian Children's Center is one of the longest and strongest ministries of the Church. The Children's Center has continuously served families with children seven months through five years of age since it opened in 1971.

In 2001, the congregation launched an interfaith education program called the SoL (Source of Light) Center, facilitated by the construction of a new Center for Education building. The SoL Center's mission is to provide "adult education informed by faith."