

Job Description: Facilities Maintenance Worker **Trinity Wesleyan Church – Indianapolis, IN**

Type: Part-Time (20 hrs/wk), Hourly

Class: Support, Non-Exempt

Reports To: Executive Pastor, Head of Facilities Team

Overview

At Trinity Church, our mission is to *live sent* to see God's Kingdom come *in Indianapolis as it is in Heaven*. As a family church, we seek to nurture meaningful relationships across generations, walking together in faith and life. As a sending church, we seek to equip every person to know and go to whom they are sent. God has given us a vision to raise up 1,000 church leaders and plant 10 churches in the Indianapolis metro area.

Under the direction of and accountable to the Executive Pastor, the Facilities Maintenance Worker is responsible for helping maintain Trinity's buildings, grounds, equipment, and facilities so that they remain safe, functional, clean, and ready to support the church's ministry. The successful candidate will bring a "fix it if you can, escalate it when you should" mindset to the role, providing a reliable first response to facility needs, protecting the church from unnecessary expense or risk, and ensuring that problems are resolved efficiently and appropriately.

Key Responsibilities

Work Order Management & Triage (~5 hrs)

- Regularly review requests submitted through Trinity's work order system.
- Assess each request to determine nature/urgency, potential safety concerns, and whether it can be completed in-house versus requirement specialized expertise, licensing, equipment, etc.
- Escalate work orders to the Head of the Facilities Team when outside contractors, specialized trades, significant expenditures, or additional authorization are required.
- Communicate clearly with the Head of the Facilities Team regarding issues that require escalation.
- Document work performed and any follow-up needed in the work order system.
- Follow up on outstanding work orders to ensure appropriate resolution.

General Maintenance & Repairs (~15 hrs)

- Plumbing repairs such as replacing faucets, toilets, and other basic fixtures
- Minor electrical repairs and troubleshooting within the employee's training and permitted scope
- Drywall repair and patching
- Painting and touch-up work
- Door, lock, hardware, and fixture repairs
- Basic appliance and equipment troubleshooting
- Furniture assembly and repair
- Replacement of lights, filters, batteries, and other routine maintenance items

- Minor carpentry and general building repairs
- Seasonal maintenance and preparation of facilities
- Preventive maintenance, including building and equipment inspections

Stewardship

- Help ensure facilities are safe, functional, and prepared for ministry activities.
- Maintain an organized inventory of commonly used maintenance supplies, tools, and materials, including any relevant documentation.
- Operate within approved spending limits and budget guidelines.
- Employee is not expected to independently authorize significant repairs, major purchases, or outside contractors.
- Use appropriate personal protective equipment and safe work practices.
- Recognize situations that require licensed professionals or specialized contractors and do not attempt work beyond the scope of training, authorization, or applicable regulations.
- Represent Trinity professionally when interacting with outside vendors and contractors.

Key Performance Indicators

Success in this role will be evaluated based on:

- Percentage of work orders appropriately triaged and resolved
- Timeliness of response to maintenance requests
- Appropriate and timely escalation of work requiring outside contractors
- Quality and durability of completed repairs
- Responsible stewardship of maintenance materials and resources

Qualifications

- Basic knowledge of plumbing, electrical, carpentry, and general building systems
- Demonstrated ability to perform basic building maintenance and repairs
- Practical troubleshooting and problem-solving skills
- Ability to assess a problem and determine an appropriate course of action
- Ability to use basic hand and power tools safely
- Ability to communicate clearly with staff, contractors, and ministry leaders
- Ability to work independently while knowing when to seek assistance
- Ability to lift, carry, climb ladders, and perform the physical requirements associated with general facility maintenance
- Previous experience in property maintenance and/or work order management systems preferred

To apply, complete the application at
encountertrinity.com/employment