



## **Position Title: Building Maintenance**

---

**About the Church and Role:** Crosslink Church in Mebane, NC is a healthy, unified church family that is rooted in biblical faithfulness and committed to reaching the next generation. Planted by our current Lead Pastor, Ken Tilley, in 2006, Crosslink has become a shining light for the gospel in the Alamance/Durham/ Orange County area of North Carolina.

Crosslink's culture is defined by a welcoming atmosphere, care for people, transparent leadership, and a strong mission focus. Our mission to Love God, Love People, and Make Disciples saturate every aspect of church ministry.

Building Maintenance Technician to ensure the church facilities are safe, welcoming, functional, and well-maintained for the congregation, staff, and community events. This role requires a professional demeanor, respect for the sacred environment, strong problem-solving abilities, and the capacity to coordinate with church staff and volunteers to meet the needs of the property. This position is 12 hours per week which are flexible with coordination with the supervisor.

Greensboro and 45 miles from Raleigh and offers an appealing blend of small-town charm and dynamic growth, making it a wonderful place to live and raise a family. This thriving city has seen significant recent growth, as evidenced by new shopping centers and numerous housing developments. Mebane has a friendly, community-oriented atmosphere, offering a balance between suburban convenience and a more relaxed pace of life at an affordable cost of living.

Mebane boasts a rich array of recreational and cultural opportunities. The town has over 300 acres of parkland, featuring ball fields, tennis courts, playgrounds, and miles of trails for hiking and biking. Families will find Mebane particularly welcoming with a variety of school choices and a host of youth athletic programs and community events throughout the year such as the annual Dogwood Festival and a vibrant downtown with unique shops and restaurants. This combination of growth, affordability, and a strong community spirit creates an attractive environment for anyone considering moving here.

**Reports To** Rick Retherford, Operations Manager

**Relates Closely To:** All ministries within the Church

### **General Duties and Responsibilities**

- Conduct routine inspections of the church building, grounds, and systems to proactively identify and address maintenance needs.
- Perform minor and routine repairs on various building systems, including plumbing, electrical (basic), HVAC (basic troubleshooting), and structural components.
- Complete general maintenance tasks such as painting, patching drywall, light carpentry, furniture moving/setup for events, and general cleaning as needed.
- Coordinate and oversee work performed by external contractors and specialized vendors for larger projects and repairs (e.g., roofing, major electrical work).
- Maintain the grounds, including minor landscaping, ensuring pathways are clear and safe, and coordinating snow removal if applicable.
- Manage the inventory of maintenance supplies, tools, and custodial products, ensuring the church is well-stocked.
- Adhere to all health and safety guidelines, ensuring all work complies with relevant safety regulations and building codes.
- Assist in coordinating and guiding maintenance and cleanup efforts during church volunteer days or special projects.
- Respond promptly to maintenance requests from church staff and occasionally handle emergency situations (including some after-hours calls).

### **Qualifications and Skills**

- High school diploma or equivalent is required. Technical training or certification in a related field (e.g., HVAC, electrical, plumbing) is a plus.
- A minimum of 5 years of proven experience in building maintenance, facilities management, or related trade.
- Proficiency in using a variety of hand and power tools safely.
- Basic knowledge of building systems (electrical, plumbing, HVAC) and general construction principles.
- Experience with custodial and janitorial procedures is a plus.
- Strong problem-solving and troubleshooting skills.
- Excellent time management to balance routine tasks and urgent needs around church events and services.
- A respectful, professional, and positive demeanor when interacting with church members, staff, and visitors.
- Ability to work both independently and collaboratively with staff and volunteers.
- Ability to lift at least 50 pounds regularly.
- Physical stamina to stand, walk, bend, kneel, climb ladders, and work in various weather conditions and confined spaces.
- A valid driver's license and a clean driving record is required.