



# First Presbyterian Church of Charlotte

## Part-Time Temporary Maintenance Tech Job Description

Reports to: Director of Operations

### Summary:

First Presbyterian (FPC) is an inclusive, urban city church in the center of Uptown Charlotte. Guided by the Holy Spirit, we bring our diverse social and theological perspectives to be woven together in a caring community of believers for Christ in the heart of Charlotte.

FPC is in immediate need of a PT maintenance technician. The anticipated commitment is for approximately 20 hours of work per week from August – October 2025, then decreasing to an as needed/project basis in November 2025 and beyond. The maintenance tech is responsible for assisting in the maintenance and upkeep of the church and school facilities and grounds. This position involves a variety of general maintenance, light cleaning, and repair tasks to ensure a safe, clean, and welcoming environment for members, students, staff and visitors.

### Essential Functions:

- Assist staff and volunteers with maintenance-related tasks.
- Event support: Assist with the setup and breakdown of furniture and equipment for church services, school events, and other activities.
- Respond to maintenance requests received through the ticketing system and verbally.
- Perform regular walkthroughs of the church and school buildings to identify areas needing cleaning, repair, or maintenance.
- Conduct routine checks and make fixes to lighting, tighten loose fixtures, plumbing (toilets, sinks) tasks, doors, windows, and other building components.
- General maintenance duties may include: fixing leaks, repairing drywell, painting, minor aesthetic improvements, minor electrical or plumbing repairs, installing fixtures, hanging pictures, basic carpentry, assembling furniture, and demo work.
- Grounds maintenance tasks such as making repairs to playgrounds, sidewalks, exterior building structures, and debris removal.
- Maintain hallways, sidewalks, and walkways, ensuring they are free of hazards.
- Perform other duties as assigned.

### Required Skills and Qualifications:

- High school diploma or equivalent.
- Experience in maintenance, custodial work, and/or a related field.
- Ability to use and operate basic hand tools and power tools safely and effectively.
- Strong attention to detail and ability to identify maintenance needs.
- Ability to work independently and as part of a team.
- Strong communication skills, both verbal and written.
- Physical ability to perform tasks that may require bending, stooping, lifting (up to 50 pounds), climbing ladders, working on roof, and prolonged periods of standing.
- Reliable transportation and valid driver's license preferred.

### Working Conditions:

- Work both indoors and outdoors, in varying weather conditions.
- May involve working with cleaning, plumbing, and other potentially hazardous materials.

Hours:

- From August – approximately October 2025, the work week will average 20 hours of onsite work. Hours are negotiable but will generally be worked Monday – Friday between 7:30 AM – 6:30 PM.
  - Potential schedules (3 days minimum) could include:
    - 4 hours per day, 5 days per week
    - 5 hours per day, 4 days per week
    - 6-7 hours per day, 3 days per week
  - Occasional Saturday or Sunday hours as required for special events or maintenance projects
  - 30-minute unpaid lunch break available
- Role decreases to an as needed/project basis in November 2025 and beyond.

Childcare Protection Policy:

- This position requires the satisfactory completion of the church's Child and Youth Protection Policy training.

Compensation:

- Pay range: \$20 - \$25 per hour.
- Free onsite parking during work hours.
- This position is not benefits or PTO eligible.

To apply:

- Three professional references required.
- A background check is required.
- Send resume and cover letter to [hr@firstpres-charlotte.org](mailto:hr@firstpres-charlotte.org).