

First Church of Christ Congregational, 1652

Job Description

<u>Job Title:</u>	Sexton
<u>Accountability:</u>	The Sexton reports to the CFO/CAO
<u>Job Objective:</u>	To help First Church become the progressive center of the Farmington Valley by providing for the cleanliness, maintenance and safety of First Church facilities.
<u>Responsibilities</u>	<p>Maintain the mechanical systems of the facilities, including but not limited to:</p> <ul style="list-style-type: none">○ Heating system○ Cooling system○ Sprinkler system○ Fire and Security Alarm system <p>Preventative maintenance including but not limited to</p> <ul style="list-style-type: none">○ Filters on furnace (as needed)○ Alarm system test (monthly)○ Emergency lighting test (monthly)○ Smoke detector test (monthly)○ Safety issues (constant) <p>Cleaning interior of all buildings per the “Building Maintenance List of Duties” including but not limited to:</p> <ul style="list-style-type: none">○ Vacuuming○ Cleaning bathrooms○ Cleaning kitchen○ Washing windows○ Dusting○ Cleaning carpets○ Backup cleaning of the nursery school per state regulations <p>Exterior maintenance including but not limited to:</p> <ul style="list-style-type: none">○ Lawn mowing○ Leaf removal○ Trimming and weeding○ Snow removal <p>Special event set up and take down as needed. Assist in building maintenance procedures. Unlock and lock building as required. Monitor building security and coordinate security checks by Miss Porter’s School Security. Perform other duties as assigned.</p>
<u>Qualifications:</u>	<p>A High School diploma or GED equivalent. Self-motivated and proactive Experience with building and grounds maintenance, professional cleaning, and Electrical, Plumbing and HVAC repair and maintenance</p>

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Work Schedule: This is a part-time position, 20 hours per week, 52 weeks per year. Regular Hours Monday through Thursday 7:00 am to 11:00 am with a fifteen minute unpaid break, and Sunday 8 am to 1 pm. Opportunities for special event coverage outside of working hours on a per diem basis.

Conditions of Employment: This position is subject to the general personnel policies of First Church.

Physical Requirements/Work Environment:

- Normal physical mobility, which includes movement from place to place such as climbing steps, etc.
- Ability to reach and bend, and push/pull or lift objects up to 100 pounds.
- Performs outside work, which includes exposure to fluctuations in temperature and seasonal weather conditions including cold, heat, wetness and humidity.
- Normal dexterity of hands and fingers.
- Normal coordination, including eye-hand, hand-foot.
- Mobility to perform mechanical work which may include climbing and crawling on, off and/or under equipment and vehicles.
- Ability to perform manipulative skills such as using controls and levers, operating light and heavy equipment, shifting gears on a vehicle.
- Normal verbal and written communications skills.
- Normal ability to see, distinguish colors and hear.
- Must pass a pre-employment physical exam.

Work Schedule: This is a part time position, 20 hours per week, 52 weeks per year. The hours are Sunday from 8:00 am to noon, plus 4 weekday mornings for 4 hours each.

Conditions of Employment: This position is subject to the general personnel policies of First Church.