



Employment Opportunity – Maintenance

Full-time, Property Department

Job Summary:

The Maintenance position will include general maintenance functions for both Grant Memorial Church and Linden Christian School. The knowledge of WHIS and the ability to operate commercial tools and equipment is required. The position requires good communication skills and the ability to work independently and on a team. The Maintenance person will report to the Property Manager.

Time Requirements:

This position is full-time with a 40-hour/week Monday-Friday schedule with occasional evenings and weekends as needed.

Responsibilities:

Building Maintenance:

- Open building as required
- Repairs/renovations
- Yard/Flower Bed/Lot Up-keep
- Perform routine maintenance tasks, including painting, basic plumbing and carpentry.
- Respond to work order requests, ensuring prompt attention to minor repairs such as fixing leaky faucets, changing light bulbs, and unclogging drains.
- Inspect and maintain common areas, ensuring they are clean, safe, and well-functioning (e.g., foyers, hallways, parking lots).
- Monitor heating, ventilation, and air conditioning (HVAC) systems and address minor issues.
- Operate a skid steer for snow clearing of parking lots and roadways

Requirements:

- Willing to drive a skid steer for winter snow clearing; on-the-job training is available
- Physically fit and able to lift to 50-70 lbs.
- Good communication and organizational skills
- Ability to be a team player and work independently
- Prompt and dependable
- Knowledge of cleaning chemicals, MSDS, WHMIS and Workplace Safety

Staff at Grant Memorial Baptist Church exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff chapel meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as the opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals, and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.ca:

1. Resume
2. Cover Letter
3. One pastoral reference
4. Please use "Maintenance Position" in the subject line of the email.

Closing date: When the position is filled
