

Title: Sexton
Salary: \$23-\$25/hr
Status: part-time; 20 hours a week
FLSA: non-exempt
Reports to: Pastor
Directly Supervises: Janitor
Effective: September 10, 2024

Job Summary: The sexton will oversee the function and presentability of the property both inside and outside of Lakewood United Methodist Church, schedule and/or conduct regular maintenance and required inspections, ensure the completion of repairs along the property, and being the staff liaison with the church's Board of Trustees on an ongoing basis for facility related issues.

Essential Functions:

- Responsibility of maintenance, inspections and repair of property
- Supervision of custodial staff and any other contracted labor related to maintenance and upkeep of facility and ensuring payment of related invoices
- Support of scheduled events occurring at the church
- Keeping the property secure during office hours
- Procurement of maintenance, repair, and janitorial supplies
- Consulting with Board of Trustees on large scale repairs and capital improvements of the property

Required Qualifications:

- Prior experience in property maintenance and management
- Any prior experience in H/V/AC, Plumbing, Electrical, Mechanical, and/or Carpentry work
- A current driver's license

Physical Requirements:

- Ability to lift and move objects up to 50 lbs
- Ability to climb ladders and work from heights
- Ability to drive a vehicle
- Required onsite work hours: 8am-10am Mon-Thu and 8am-12pm Sun; remaining hours flexible

Core Competencies:

- Initiative: This work requires a self-starting work ethic, and a proactive approach to learning skills and gaining new information necessary to get the job done. Sexton will demonstrate the ability to address problems, as well as maintain vigilance and find problems that need to be addressed proactively.
- Integrity and Trust: Much of the time in this work will be spent not being directly observed. Sexton will be entrusted to work transparently, be punctual, admit when they need help, and respond to issues with consistency and reliability.

- **Self-Development:** Lakewood UMC has a 48,000 square foot facility with mechanical/HVAC, electrical, data and plumbing equipment and infrastructure that is as new as 2024 and as old as 1954. Sexton will be capable of researching the solutions to problems that are complicated, or involve equipment that might be outdated. This position will be encouraged to grow in competencies in these areas to reduce the amount of contracted labor required for small repairs and maintenance of the entire property.
- **Communication:** Sexton will be receiving communication not only from the staff of Lakewood UMC and members of the congregation, but also with the over 10 community partners who rent various spaces throughout the church building. Sexton will be responsive, competent and compassionate both with verbal and written communication.
- **Interpersonal:** The Sexton will be a part of a team and is expected to engage collegially and respectfully with co-workers using direct communication and honest feedback when appropriate. They will demonstrate the ability to manage conflict with equanimity and patience.
- **Problem Solving:** Lakewood UMC has a complicated facility whose maintenance and repair needs sometimes require complicated solutions related to budget constraints or the uniqueness of the facility. Sexton will have a problem-solving skillset that can produce solutions as effectively as they identify problems.
- **Time Management:** Budget constraints affect what the church can afford to pay this position. Sexton will be expected to work smarter and not harder while also not sacrificing quality, security, and stability in the work. Sexton will capitalize on their time through the effective prioritization of tasks and other creative approaches to problem solving.
- **Supervising Work:** This position will have the janitor as their direct report. Sexton will demonstrate competency overseeing someone else's work, providing constructive and helpful feedback, and also maintaining clear expectations for the quality and timeliness of work they are overseeing.