

Providence Forge Presbyterian Church
Position Description
Sexton

Purpose:

To provide essential maintenance services for the church building and grounds.

Accountable to: The Session.

Responsibilities:

1. Ensures grounds, parking lots and landscaping are maintained, to include cutting grass, mulching, snow removal, pruning and plant care;
2. Ensures custodial, trash removal, and pest control services are contracted and performed, and that supplies necessary to perform these services are maintained;
3. Ensures security of the building is maintained;
4. Ensures building masonry, electrical, refrigeration, heating, cooling systems, water, well and plumbing are maintained;
5. Ensures fire protection, AED and first-aid equipment is maintained;
6. Acts as primary contact with the media to announce closure of the church during inclement weather;
7. Recommends upgrades in equipment or major repairs needed that come under his/her area of responsibility;
8. Oversees the bidding and awarding of contracts to accomplish these responsibilities;

9. Works in close coordination and cooperation with the Building and Grounds Committee to fulfill these responsibilities.

Compensation:

None.

Sick Leave/Vacation

Not applicable.