



Covenant Church has an immediate opening for an experienced **Maintenance Associate** to provide day-to-day operational and facility functions. This is a full-time position working approximately 40 hours/week at our Carrollton campus.

Duties include, but are not limited to:

- Perform building maintenance
- Perform grounds maintenance (lawn care) as required
- Provide meeting set up and tear down
- Support planning and execution of campus events
- Assist with internal office moves on campus
- Ensure campus compliance with safety and security codes and regulations
- Effectively communicate with departments and management as required
- Assist other staff as deemed necessary

Must be/have, but not limited to:

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the Ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal spiritual growth
- Effective communication skills (verbal and written)
- Must be customer service oriented and have “can do” attitude
- Detail oriented & safety conscious
- Capable of exceptionally high volume of multi-tasking and follow-up to task/project completion
- Demonstrated leadership capability
- Team player with ability to manage an independent work environment; self-motivated
- Creative problem solver
- Flexibility to work non-traditional and additional hours as required
- Familiar with MS Office (Word, Excel, PowerPoint)
- Reliable and energetic
- Must be able to maintain continuous sitting, standing, walking, climbing, bending, stooping, kneeling, reaching, pushing, pulling & carrying
- Able to maintain continual turning & flexing or rotation of the wrist(s), hands and spine
- Ability to lift 40 – 50 lbs.
- Ability to stand/walk all day
- Ability to operate equipment and machinery as needed
- HS Diploma
- Minimum 3 – 5 years related experience or an equivalent combination of education and experience
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the US