



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

The job description below represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks under the direction of the Director of Operations.

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
- Other duties as assigned

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 stand/walk all day
- Ability to lift 40 – 50 lbs.
- 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 be 18 years of age and have valid State Driver’s License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.
- Bilingual +