



ADVENT CHURCH, BOCA RATON

Advent Church, Boca Raton
300 E. Yamato Rd.
Boca Raton, FL, 33431
(561) 395-3632

Position: Facilities Maintenance Staff

Position Description:

Be part of the Advent Life ministries team that is responsible for the overall upkeep of three (3) campuses, Church and a few homes. We are looking to hire a full-time reliable and talented maintenance specialists. Responsibilities can range from carpentry to painting to electrical work. Need to have a wide range of skills in order to maintain the facilities working environment for two schools, two churches and a retirement community. Licenses are not required. This position reports to the Maintenance Facility Manager. You must have a valid drivers license, along with meeting the required background and drug screening clearance.

Areas of Requirements:

- Proven maintenance experience.
- Ability to work weekends, evenings and holidays when events arise.
- Must have your own tools to use.
- Able to climb ladders.
- Able to lift a minimum of 50 pounds.
- General knowledge of electrical, carpentry, masonry, mechanical and air conditioning.
- Need to have reliable transportation to travel to the Boca Raton and Lantana campuses for maintenance needs.

Areas of Responsibilities:

- Conducting routine inspections of premises and equipment.
- Performing preventive maintenance.
- Handling repairs and maintenance.
- Diagnosing air conditioning, electrical, plumbing and irrigation systems.
- Repair of desks, chairs, doors and trim.
- Replace breakers, switches, outlets, lights and pull wires.
- Remodel and paint rooms annually.
- Replacement or repair of water heaters, sinks and toilets.
- Replacement of floors as needed.
- Masonry and stucco repair.

- Replacing stained and worn-out ceiling tiles.
- Trimming of trees and some light outdoor work.
- Move desks and chairs out of rooms to other areas of the campus.

Additional Experience and Skills:

- Basic understanding of carpentry, electricity, plumbing and air conditioning.
- Skilled in the use of hand and power tools.
- Ability to use common tools such as hammers, hoists, saws, drills and wrenches.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogs as necessary.
- Experience with common measuring instruments or electronic testing devices.
- Customer service skills with a focus on communication and problem-solving.
- Professional attitude and behavior.

Compensation:

- Based on experience.
- Full-time - 40-hours per week, with benefits.

Benefits:

- Paid time off
- Health Insurance
- Dental Insurance
- Vision Insurance
- STD & LTD Insurance
- Retirement benefits
- Child Care benefits

Required Education:

- High School Diploma.
- Trade school and job-related experience are a plus.

Job Shift: 8-hours

Work Authorization:

- Must be able to legally work in the United States without any sponsorship now or in the future.
- Must pass Level 2 background screening on a local, state, and federal level (<https://info.flclearinghouse.com>).
- E-verify employer

Must pass Level 2 background screening on a local, state, and federal level (<https://info.flclearinghouse.com>).

E-verify employer