



**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 houses. We are looking to hire a full-time, reliable and talented maintenance specialist. 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. Must have a valid drivers license along with clearance of background screening and drug testing is required.

### **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.
- Part-time – approximately 20-30 hours per week, with limited benefits.
- 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 Type:** Full-time

**Schedule:** Hourly, Non-Exempt - 8 hour shifts

**Reports To:** Maintenance Facility Manager

Disclaimer: Advent Ministries is an equal opportunity employer and does not discriminate on the basis of race, color, gender, national origin, age, disability, or any other protected status in accordance with applicable law.

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

E-verify employer