



**THE COMPASS CHURCH**  
**Job Description**

**Position:** Maintenance Manager

**Reports to:** Director of Facilities - Jon Borchardt

**Schedule:** Part-time (1,200 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt  
Some weekends may be required, Emergency after hours response may be required.

Work may be required at any of The Compass Church's five Campuses (Bolingbrook, Naperville, South Naperville, Three Rivers, Wheaton).

**Employment**

**Classification:** Manager (C)

**Responsibilities:**

- Assist Director of Facilities with prioritizing maintenance requests, reviewing quotes, providing guidance to maintenance workers, responding to queries from Facilities and Maintenance staff and Campus staff, and other duties as assigned.
- Backup for Director of Facilities on weekends and when Director of Facilities is on vacation.
- HVAC... Responsible for working with our HVAC Service Technicians to address all HVAC issues, emergencies, and inspections.
- HVAC... Responsible for making sure that all space temperatures are comfortable at all locations.
- Responsible for working with our fire safety technicians to address all building inspections and emergencies.
- Interfaces with Campus staff, volunteers, and attendees to resolve matters affecting safety, cleanliness, and comfort.
- Will be required to respond to emergency calls after hours and coordinate necessary emergency repairs.
- Accountable for all expenses on church credit card. Responsible for submitting all receipts, monthly Chase Credit Card Statement, and monthly Credit Card Expense Form with supervisor signature to the Finance Department.

**Additional Requirements:**

- Attend weekly Campus/ministry staff meetings if needed.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or pursuing membership of The Compass Church.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.
- Must be able to lift to 50 pounds.