

# Sexton / Facilities Technician

## Job Overview

This is a 30-hour per week (0.75 FTE) position. Duties of this position include cleaning and maintenance of Trinity's buildings and property, as well as on-site support for some church events and building rental tenants. This position may be complemented by Assistant Sexton(s) and/or contracted security services. Trinity's sanctuary building is on the National Historic Registry. The Sexton interacts with and is an ambassador to all people within the Trinity community including tenants, employees, neighbors, congregation leaders, members, and volunteers.

## Reports To

The Sexton reports to the Rector (clergy in charge of congregation).

## Responsibilities and Duties

### Event Facilitation

- Set up and take down for church events: coffee hour, adult formation, special worship needs (i.e., creche and Christmas trees)
- Open/close building, room set-up, provide security, and liaison with rental users
- Prepare ground for interments of cremated remains, including digging and replacing sod

### Routine Cleaning

- Interior spaces, including, but not limited to:
  - Clean, sanitize, and restock bathrooms
  - Collect and dispose of trash, recycling, and compost
  - Sweep, mop, and vacuum floors
  - Dust, remove cobwebs
  - Empty dehumidifiers
- Exterior spaces, including, but not limited to,
  - Pick up trash (may include sharps and/or human waste)
  - Clear sidewalks of refuse, leaves, snow, ice, and other hazards
  - Remove graffiti
- Other cleaning
  - Inventory and stock cleaning and paper products
    - Preference for non-toxic (green) cleaning and recycled/recyclable paper products whenever possible
  - Seasonally, power-wash walkways
  - Special cleaning tasks as scheduled, determined necessary, or requested by Rector/Jr Warden

### **Utilities & Outside Services**

- Monitor and report to Jr Warden/Rector any anomalies in use or service:
  - Water, electricity, steam use
  - Landscape maintenance
  - Pest control
  - Garbage and recycling pick up
- Make arrangements to dispose/recycle unusual items like used fluorescent tubes, broken furniture, electronics, Christmas trees

### **Maintenance**

- Handle small repairs and routine maintenance
- Address pest infestations, including ants, bees, rodents
- Clean gutters and remove leaves from flat roofs to prevent flooding
- Coordinate annual steam start-up & shut-off
- Coordinate annual irrigation system start-up & shut-off
- Refer larger repairs to Jr Warden or Property Team
- Assist with larger repairs as needed
- Schedule and liaison with repair providers
- Track needed inspections, especially elevator, alarm system, fire marshal, and fire detection system
- Maintain list of vendors and contractors
- Work with Jr Warden and/or Property Team to create records and schedule for routine maintenance tasks

### **Security**

- Weekly check of Rectory and St. Stephens interiors
- Ensure exterior entrances remain secure: check locks and latches on doors and windows
- Patrol exterior of building and property
  - Refer risky interventions to contracted security or Seattle Police Department
  - Notify Rector/Jr Warden re vandalism or property damage
- Greet visitors and neighbors
- Inform people resting on property about expected behavior
  - Immediately address any open flame
  - Employ de-escalation techniques when needed
- Promote safe environment for all people at all times
- Carry Narcan and know how/when to use
- Liaison with WHEEL (24-hour Women's Shelter) shelter as needed
- Respond to building emergencies

### **Staff Participation**

- Attend monthly staff meeting, and communicate with staff as needed to coordinate maintenance and event duties with other congregational activities and building use
- Follow all health and safety regulations

## Qualifications

- **Education and Experience**
  - High school graduate or GED
  - 5 years Janitorial and Facilities maintenance experience
  - 5 years customer service or event management experience
  - Valid Washington Driver's License
  - Ability to pass background check
  - Complete Safe Church training with 90 days
  
- **Knowledge, Skills, and Abilities:**
  - Oral communication skills
  - Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary
  - Computer skills including email and basic document creation
  - Interpersonal skills using tact, patience, compassion, and courtesy
  - Effective, professional, and positive interactions with diverse, and possibly difficult, individuals
  - Ability to set clear and compassionate boundaries with a variety of people including but not limited to tenants, neighbors, and congregation members
  - Understand and follow directions given
  - Meet schedules and deadlines
  - Accurate mathematical skills
  - Recordkeeping skills
  - Problem-solving skills
  - Decision-making and conflict-resolution skills
  - Detail-oriented and organization skills
  - Project management skills
  - Willing to learn new processes and research new products
  - Ability to work independently for prolonged periods
  - Ability to judge when to enlist outside assistance with a situation or repair
  - Familiarity with cleaning protocols, methods, and products
  - Familiarity with Safety Data Sheets (about handling hazardous materials)
  - Knowledge of building systems such as HVAC, electrical, plumbing, and security
  - General carpentry and building repair

- **Work Environment / Physical Demands:**

- Lift, carry, push, and pull up to 50 lbs.
- Able to stand, walk, and sit frequently
- Able to climb stairs and ladders
- Able to bend, kneel, crawl
- Work in office environment as well as throughout facility and outdoors
- Work nights, weekends, and holidays
- Create a safe environment for all people

This is an hourly, overtime eligible position.

**Signatures:**

By signing below, I acknowledge and agree to the responsibilities and duties set forth in this document, and I agree to regular communication about changes to responsibilities and duties.

Employee

Date:

Rector

Date:

Senior Warden

Date: