



The United Parish in Brookline
210 Harvard Street, Brookline, MA 02446

JOB DESCRIPTION
JOB TITLE: SEXTON

JOB TYPE: Non-Exempt, Part-Time, Permanent or Temporary Position

WORK HOURS: 15 hours/week including Sunday or additional hours as determined by Facilities Manager based upon need

SUPERVISOR: Facilities Manager

JOB SUMMARY:

The Sexton is responsible for the overall condition and appearance of the building and grounds and for securing the building during working hours. Key responsibilities include cleaning and maintenance of the building and grounds, actively monitoring the building condition to identify repair and maintenance needs, conducting minor repairs and providing building security.

WORKING RELATIONSHIPS:

1. Reports to the Facilities Manager and serves as an active and collaborative member of the church staff.
2. Confers regularly with church staff, volunteers, and congregation members.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Ensuring the safety and security of the building.
2. Cleaning and maintenance of the building and grounds.
3. Actively monitoring building conditions to identify maintenance and repair needs and communicating them to Facilities Manager.
4. Conducting minor repairs, as needed.
5. Overseeing and maintaining the external grounds around the church that includes, but is not limited to, mowing grass, trimming bushes, leaf removal, cleaning gutters, snow and ice removal, and salting walkways.
6. Managing the heating system in the building for efficient operation.
7. Overseeing the adherence to a Periodic Maintenance Schedule for maintenance and service to the building, equipment, and heating system.

8. Managing the set-up and break-down for church and tenant-renting events including (but not limited to) moving furniture, working with the sound system for events in the building, and keeping inventory of supplies needed for worship services and times with food and drink in the building.
9. On-going organization of the Sexton's office and the tool closets, storable rooms, and shed.
10. Conducting other building related functions as requested by the Facilities Manager.

PERFORMANCE REQUIREMENTS:

Knowledge of:

- Maintaining the overall condition and appearance of the buildings and grounds.
- Cleaning, maintenance, and repairs of the building.
- Managing the Periodic Maintenance Schedule.
- Security and emergency protocol.

Skilled in:

- Cleaning.
- Painting interior and exterior surfaces.
- Using the tools needed for minor repairs.
- Using the ladders, including long extension ladders for periodic maintenance on the roof and gutters, changing light bulbs in high-ceiling rooms, and painting high surfaces.
- Maintaining external grounds – mowing grass, removing weeds, trimming bushes, leaf removal, cleaning gutters, snow and ice removal, and salting walkways.
- Adhering to a Periodic Maintenance Schedule for maintenance and service to the building, equipment, and heating system.
- Managing building and room set-ups.

Ability to:

- Work collaboratively with staff and congregation members.
- Follow through and complete assigned duties and tasks in a timely manner.
- Be well organized.
- Lift at least 50 pounds.
- Maintain the safety and security of the building.
- Respond appropriately to emergency situations.

WORKING ENVIRONMENT:

Work is performed on the interior and exterior of the church building and on the external grounds. Occasional climbing of ladders. Lifting, moving, pushing or pulling of tables, chairs,

equipment, and other items and boxes weighing over 50 lbs., and use of mechanical equipment to move heavier items.

EXPERIENCE AND TRAINING:

1. At least 3 years of experience desired managing the work of maintaining the interior and exterior of buildings.
2. Experience in working well independently and collaboratively with others.

PREPARED BY: Human Resources Ministry Team, 2/24/2015

APPROVED BY: Kent French, Senior Pastor, 3/4/2015

APPROVED BY: Church Council, 3/4/2015

Acknowledgement of receipt of job description:

I,_(Name)_____, hereby acknowledge receiving the Sexton
Job Description on (Date)_____.