

Transition Planning: Considering Jim Patterson for Facilities Maintenance

As we begin planning for a transition in facilities maintenance leadership, we want to acknowledge the faithful service of Tom Hunsaker, who has been caring for the McKnight Crossings building and rental property for many years. Tom, now in his 80s and having experienced heart issues, continues to serve diligently. However, it is clear that his physical capacity is gradually declining.

While Tom may still feel competent to handle many of the required tasks, his productivity has noticeably decreased. Given this, it would be wise and forward-thinking to identify someone who can begin learning from Tom while he is still able to guide and train.

Jim Patterson, recently retired, has expressed interest in the possibility of stepping into this role. Jim brings a wealth of home maintenance experience, and we are considering inviting him to begin shadowing Tom and gradually assuming some responsibilities.

The link to Tom's maintenance schedule can be found here:
<https://docs.google.com/document/d/1dSH6zE6qccDCBztLWcpu4S1aUJyOobn/edit>

The link to Tom's maintenance schedule can be found here:
<https://docs.google.com/document/d/1dSH6zE6qccDCBztLWcpu4S1aUJyOobn/edit>

To aid in this transition and clearly define the scope of responsibilities, the following Facilities Maintenance Technician job description has been drafted.

Facilities Maintenance Technician

(Handyman / General Repair Specialist)

Position Summary:

McKnight Crossings Church of Christ is seeking a dependable, skilled, and proactive Facilities Maintenance Technician to oversee the upkeep, functionality, and safety of our church facilities and grounds. The ideal candidate will be a hands-on problem solver with basic working knowledge across several trades, including carpentry, plumbing, electrical, HVAC, and general repair.

Key Responsibilities:

General Building Maintenance

- Repair drywall, patch holes, and perform minor painting
- Frame or repair wall structures
- Replace or clean ceiling tiles affected by leaks
- Maintain restrooms, including replacing toilet and urinal parts
- Repair or assemble furniture as needed

Plumbing and Electrical

- Sweat copper pipe joints and make plumbing repairs
- Replace light switches, outlets, and EXIT sign batteries
- Perform minor electrical wiring and install fixtures
- Maintain exterior lighting and signage fixtures

HVAC & Mechanical

- Replace HVAC filters quarterly and check belt-driven units
- Adjust or replace loose HVAC belts
- Maintain or repair equipment such as scrubbers, vacuums, and garbage disposals

Roof and Grounds

- Inspect the roof weekly and post-storm for debris, leaks, and drainage issues
- Remove standing water and clean roof drains
- Power wash sidewalks, clean gutters, and maintain exterior spaces
- Trim trees and manage seasonal yard work

Vehicle and Equipment Maintenance

- Inspect church vans weekly and top off fluids as needed
- Schedule annual inspections and renew registrations
- Wash and vacuum vans semi-annually or as needed

Other Facility Tasks

- Maintain first aid kits and AED batteries
- Coordinate required inspections (e.g., elevator, fire extinguisher)
- Install or repair kitchen appliances, vent fans, etc.
- Document issues and report updates during weekly staff meetings
- Support special event setup and facility readiness

Contractor Coordination and Oversight

- Identify and escalate repair needs that require professional contractors
- Draft requests for bids/proposals and review contractor submissions
- Evaluate and oversee contractor work to ensure it aligns with scope, cost, and quality expectations
- Collaborate with McKnight's Administrative Minister and/or Elders on contract-related decisions

Qualifications:

- Demonstrated experience in facility maintenance or handyman work
- Basic skills in plumbing, electrical, carpentry, and HVAC
- Ability to work independently and troubleshoot problems
- Physically capable of lifting, climbing, and roof access
- Familiar with common power and hand tools
- Proactive and detail-oriented with strong work ethic
- Flexibility to respond to urgent maintenance needs

Preferred Qualifications:

- Certifications in plumbing, HVAC, or electrical work (preferred, not required)
- Experience maintaining church or community facilities