

## **The Unitarian Church in Westport**

**Position Description:** Lead Sexton – Part-time

**Reports to:** Director of Operations

**Position Summary:** responsible for the upkeep and maintenance of the building and grounds of the church, including supervision of other facility-related contractors and staff. This is a part-time position of average 16-20 hours per week and can include on-call emergencies. The facilities, located in Westport, include the historic main building with sanctuary, the Meeting House and the grounds and parking lot. Reports to the Director of Operations.

### **Job Requirements:**

- Associates degree or High school/GED and minimum of 5 years of related work experience. A relevant certificate on building system repair or maintenance preferred.
- Must be able to demonstrate building maintenance/fix-it skills (basic carpentry, hardware installs/fixes).
- A proactive, self-starter, able to plan and prioritize own work and experience managing a team.
- Ability to perform basic computer skills such as email and file management.
- A positive, people-oriented person with good communication skills (in English) to work with church staff and congregants.
- Available to work on most Sundays and at least 2 other weekdays.
- To be considered, applicants must be legally able to work in the U.S. and have a valid driver's license.
- Must be able to lift 50 lbs without assistance.

### **Duties and responsibilities:**

- Identifies problems and makes repairs as needed including routine plumbing (e.g. faucets, unplug blockages etc) light construction (e.g. shelves, door repair etc) and routine electrical (troubleshoot fuse outages etc).
- Is primary interface for trades contractors and grounds-keeping services such as lawn care, filling in when necessary. Alerts supervisor if need to engage external contractors; monitors their work to ensure satisfactory completion. On-call for any major building plumbing, electrical, or storm damage emergency.
- Ensures that all safety, lighting, security and other systems and equipment are properly maintained and cleaned. Prepares for all safety inspections. Ensure steps and walkways and parking areas are clear and ice-free. Checks buildings are secured at appropriate times.
- Is member of Memorial Garden team providing plot services (ie marker placement).
- Sets up and breaks down furniture arrangements for church group meetings and renters which includes placement of tables, chairs, video screens etc.
- Stores deliveries of supplies and restocks dispensers from storage area. Handles purchasing of maintenance supply items (ie light bulbs, lubricants etc).
- Leader of custodial team.

Please email your resume to [jobs@uuwestport.org](mailto:jobs@uuwestport.org) and include in your email an explanation of your interest in this position. No phone calls or walk-ins please.

*The Unitarian Church in Westport is an Equal Opportunity Employer*