

Updated April 14, 2025

**CONCORD PRESBYTERIAN CHURCH AND PRESCHOOL
1800 FAIRFAX BOULEVARD, WILMINGTON DE 19803
(302) 654-9652 info@concordpc.org**

BUILDING MAINTENANCE TECHNICIAN- PART TIME

Position: This position is responsible for all on site maintenance of building and grounds, accomplished by this individual with the assistance of other paid employees, volunteers and/or outside contractors. The individual will open the building at 6:30am for use by the Preschool and other functions, perform routine plumbing, electrical, mechanical, carpentry, and general maintenance projects not requiring a trade license, and ensure operation of building systems such as the boiler, thermostats, alarms, sump pumps, HVAC, and lawn equipment.

Terms of employment

- Concord is an alcohol-free and drug-free working environment
- Hours: 20 hours/week; five 4-hour days, Monday-Friday, 6:30-10:30am
- The wage rate is negotiable, in the area of \$19.00 to -21.00 / Hour
- While Concord does not pay overtime at a premium rate, opportunities for additional work beyond the 20 hours may be available occasionally by mutual agreement for special events or projects for additional pay at the regular pay rate. Perhaps 10 hours per week extra may be required for grounds maintenance during the growing season.
- 2 weeks vacation, prorated in the first year depending on start date. Ability to carry over up to 5 unused vacation days to subsequent years. Friday is a crucial day for setup over the weekend, so vacation days should be avoided when possible.
- 9 paid designated holidays per year, 2 paid personal holidays.
- 12 days of paid Sick leave accumulated to a maximum of 36 days. Useable only for time off for illness or care for an immediate family member.
- Eligible for employee contributions to a 403b account after 12 months of employment with church matching contributions up to a maximum of 7% of gross pay.
- 30% discount on tuition for Concord Preschool.
- Dental and vision insurance is offered at employee option and expense. No medical insurance is offered.

Reporting structure:

- The person in this position reports to the Pastor, Chief of Staff. The person looks to the Chair of the Physical Facilities and Technology Committee for functional guidance.
- Key contacts for daily task priorities are the Director of the Preschool and the Church Office Administrator.
- Other constituents that provide input on work assignments and priorities include the Director of Youth and Family Ministries and Minister of Music.

If have questions, contact Concord at info@concordpc.org