The position – Church Sexton

Whether it is full time or part time – part time (up to 20 hours), to start in June

The name of employing organization – St Michael's Church Milton

The name of the town where the position is located – Milton MA

The name of a contact person – The Rev. Hall Kirkham

A contact e-mail address – hkirkham@stmichaelsmilton.org

Some details:

This is a large-ish campus of Church/Parish House/School (connected), Rectory, Cottage. The best description is to "see what needs to be done and figure out how – yourself, handy man, other – to get it done." Contact and supervise work by 3rd parties.
The building hosts the congregation weekly and for special events, and hosts other groups (3 recovery, 1 peer-support, 1 yoga) weekly, and commission meetings weekly. These only require tidiness and climate comfort, and occasional table setups with chairs.

We have 2 oil furnaces, 8 air handlers, and 8 electric splits. The Sexton will be comfortable with these or know how to get them serviced if needed.
We have an elevator that needs annual inspections and maintenance from vendor.
We have a few flat roofs that benefit from shoveling on occasion.

Must be comfortable with tall ladders and changing hi-hat directional lights (use bulb pole)

Need to know routine fixes – clogged toilets, fixing or sealing windows, temporary fixes until repair can be done.

Ought to have own tools (although we have any groundskeeping equipment we might need)

Ongoing repairs and fixes as needed for toilets, doors, windows (including storms and screens)

Clean / replace 8 air handler filters (heating system) 3x / year, and monitor furnace and splits as needed (generally work pretty well).

Check campus for burned out bulbs and replace, and check-in occasionally for needs with Village School, vacuum lower office once a week.

We are looking into a weekly cleaning service (including garbage and rubbish) so that's not part of the job, although ought to attend to spot cleaning, restroom upkeep, and tidiness.

Weekly hymn tiles in church and tidy the church weekly to ready us for Sunday (no other regular activity in church outside that). Special Advent and Easter variants in church too.

Tidy the grounds but we are looking for a groundskeeping service to do mowing and pruning, and parish cleanups help.

Paint parking lot lines when needed.

Spot painting when needed, especially windows here and there.

Irrigation: in-ground system with 16 zones, so manage programming and usage.