**Euclid Avenue United Methodist Church**

**405 S. Euclid Ave., Oak Park, Illinois**

**708-848-7360**

**Position Description: Building Engineer**

**August 2025**

**Education & Skills**

Applicants will need to have a high school/GED diploma, a driver’s license, and a trade certification. Experience with HVAC, Electrical, Plumbing are helpful in this position.

**General Duties and Responsibilities**

The building engineer will provide the following services for the church building at 405 S. Euclid Avenue, Oak Park, and, as needed, the parsonage at 1020 N. Lombard Avenue, Oak Park. They will need access to a vehicle for errands.

**1. Heating and Cooling [Geo-thermal system]**

Set and monitor church thermostats

Routine geothermal maintenance and solar report monitoring & follow up

Scheduling of outside repair and maintenance services when required

**2. Plumbing/Electrical [Photo-voltaic system & Com Ed]**

Routine Inspection

Minor repairs as appropriate

Scheduling of outside service when required

**3. Capital Projects**

Work with the Trustees to develop a list of annual capital improvements

Recommend contractors to Trustees

Supervise Contractors

Minor projects as appropriate

**4. Other**

Attend Trustee meetings monthly (2nd Wednesday at 7 pm)

Ordering of building supplies and equipment [non-janitorial]

Able to pick up materials or take items for service.

Engineering assistance for special events as required

On-call service for emergencies as required

Develop and produce manuals for the heating/cooling and solar electrical systems

Collect and compile manuals for other appliances or systems

Develop a directory of service providers.

**Relationships**

The Building Engineer is accountable to the Trustee Board and the Staff Parish Relations Committee (SPRC). The SPRC will annually review with the employee the status of their job. The Trustee Chairs will monitor the building engineer’s task list at least monthly. An effective working relationship with the Pastor and the rest of the staff is important. There will be staff meetings to coordinate the upcoming building use and service schedules.

**Compensation**

**Hours**

The position is anticipated to require approximately 12 hours per week. Hours may be provided flexibly. The hours can either be logged and handed in weekly, or it can be a salaried position. Overtime hours and pay as required with approval from Trustee Board.

**Starting Pay**

$35/hour or $21,840/annum

**Benefits**

Two weeks of paid vacation, and one week of paid sick time shall be provided each year. The time off does not roll over to the next fiscal year. Dates for time off are negotiable. Employee will notify the pastor with a request for time off. The SPRC chair and Trustee chairs shall be consulted.

**APPLY TO:** Rev. Nancy Blade at revnancy@euclidavenueumc.org

*Euclid Avenue United Methodist Church is an equal opportunity employer. We reserve the right to teach our policies of inclusion, language, and repairing the harm of injustice. We are a 501-C-3 non-profit religious organization under the governance of the Book of Discipline of the United Methodist Church. The buildings may not be used in a way that violates the covenant held with the United Methodist Church.*