

MAINTENANCE SUPERVISOR (Full-Time)

(rev. 11/21)

PURPOSE: Effectively maintain the church physical facility, including efficient and reliable operation of building mechanical systems, and sustain a high standard of custodial care of building and grounds through the direct supervision of custodial personnel.

ACCOUNTABILITY: To the Session through the Head of Staff and Administration Team. Work hours are generally 8:00 AM – 3:30PM PM weekdays, and as required (“on call”).

RESPONSIBILITIES:

1. Maintain the church’s heating and cooling systems and all other mechanical equipment using manufacturers’ and/or suppliers’ recommended schedules.
2. Develop, maintain and oversee master schedules for periodic preventive maintenance/upkeep and daily cleaning/custodial care.
3. Schedule, direct and evaluate the work of the Assistant Custodians and any contracted cleaning services; oversee other outside contractors doing work on church premises.
4. Share in the cleaning of the facility with the custodians.
5. Provide direction and coordination to the Property Team to insure that needed infrastructure upkeep projects (e.g., painting, electrical/plumbing repairs, remodeling, etc.), that are within the scope/experience of the Team, are accomplished in a timely fashion.
6. Coordinate with the Office, Wedding Coordinator and Session Teams to provide necessary room setup for worship, weddings, meetings, dinners, events, etc.
7. Inventory supplies and purchase as needed.
8. Maintain building interior, including painting, lighting upkeep and other repairs, as needed, utilizing custodial staff, outside contractors and Property Team resources, as appropriate.
9. Maintain building exterior and grounds, including lawn care, leaf and snow removal, and landscaping, utilizing custodial staff, outside contractors and Property Team resources, as appropriate.
10. See that church is properly prepared for worship each Sunday, insuring facility cleanliness, safe access (e.g., snow/ice removal), and appropriate heat/light settings prior to the start of services.
11. Each week, see that message on exterior sign board is updated, as directed by the Office.
12. Coordinate the opening and preparation of the building for scheduled users and church operations.
13. Work with Security Team to manage custodians in parking lot assistance and monitoring of visitors in facility during occupied hours, and insuring the facility is locked and secure during unoccupied hours.
14. Perform other duties, as assigned by Head of Staff or his/her designee.

ANNUAL CONTRACT: A description of salary and benefits will be provided in an annual contract. The *Design for Ministry* handbook explains Church employment and personnel policies.

RELATIONSHIPS: As a member of Staff, the Maintenance Supervisor supervises the Custodial Staff and works under the direction of the Head of Staff and the Administration Team; advises the Property Team regarding needed infrastructure upkeep projects and coordinates the work; receives feedback from the Property Team regarding various building maintenance needs; and consults with Office Staff,

Wedding Coordinator, and Ministry Teams regarding scheduled events.

EVALUATION: Quarterly evaluations (including discussion and goal planning) by the Head of Staff and an annual evaluation by the Head of Staff that is reviewed by the chair of the Administration Team.

VACATION: Two (2) weeks (10 days) of paid vacation after six (6) months of employment at the Church. *See* "Vacation," p. 21.