

## Facility Supervisor

### Position Overview

The Facility Supervisor serves as the primary manager of the interior and exterior operation of the facility of the church, overseeing property maintenance and capital projects. This position is for 20-25 hours per week.

### Qualifications

The Facility Supervisor:

- a. Must be of sound Christian character;
- b. Must be dedicated to the mission of St. Paul's Lutheran Church and display that dedication in the performance of daily responsibilities;
- c. Must possess strong organizational, interpersonal and communication skills and work independently;
- d. Must be able to work with the staff and congregation of St. Paul's Lutheran Church
- e. Must possess sufficient computer skills to work with Microsoft Office, email, the building management system and the security system.

### Position Function/Responsibilities

- a. The Facility Supervisor will be accountable to maintain the general repair of the building:
- b. Perform or supervise the maintenance of all internal equipment.
- c. Repair or supervise repair of plumbing and electrical problems.
- d. Maintain a safe, reliable and efficient heating system.
- e. Inspect, lubricate and maintain all air handling systems, including the roof-top units.
- f. Change intake air filters as required and regularly calibrate all the room thermostats..
- g. Repair or replace items that are broken or in need of repair.
- h. Maintain a clean and well-kept facility by developing a custodial/maintenance schedule.
- i. Maintain the exterior portion of the church and keep it looking respectable at all times.
- j. Set up work schedule that will allow the facility to be ready when needed.
- k. Maintain a reasonable inventory of consumable items such as custodial supplies, cleaning chemicals, paper products, light bulbs, heating fuels, etc.
- l. Be accountable for any maintenance required in regards to landscaping or lawn care, snow removal, driveway and parking lot or make arrangements for contractors to come in and do the work.
- m. Develop a plan and/or schedule for projects that are to be performed during periods when there is no regularly scheduled church use, such as relamping, thorough floor cleaning and refinishing, gym floor refinishing, painting, window cleaning, etc.
- n. Develop a long-range five year plan for projects and updates
- o. Develop an annual maintenance budget for repairs, utilities, supplies, part-time help and equipment which is to be submitted to the support board at the time the church budget is being developed.
- p. Order all maintenance and janitorial supplies, and keeping an inventory of supplies.
- q. Keep service or repair records, as well as the maintenance rotation.
- r. Attend Support Board meetings.

### Administrative Oversight

The Facility Supervisor reports to the Member Ministry Staff Minister.

The Facility Supervisor oversees the custodians and all maintenance contracts.