

## FACILITIES SUPERVISOR

### JOB DESCRIPTION

#### I. PRINCIPAL FUNCTION:

This position is responsible for the general maintenance and upkeep of all church buildings, grounds, and equipment. This position is responsible for maintaining electrical, plumbing, mechanical, and related systems. This position is responsible for coordinating and supervising the work of the employees in maintenance and custodial positions. This position has a high expectation of a self-starter and manager without continuous direct supervision.

#### II. QUALIFICATIONS

- Committed Christian and eligible for membership to the Church
- High school or GED, with ten (10) years of education and/or training beyond high school level in general maintenance and repair or a closely related area.
- Sound technical knowledge of all the machines and equipment used by the church.
- Ability to identify problems with the electrical systems and carry out their maintenance.
- Basic knowledge of the heating, refrigeration, welding, plumbing and other electrical or carpentry work.
- Must be good communicator and supervisor
- Possess good leadership qualities and good time-management skills
- Possession of a current and valid motor vehicle operator's license.

#### III. RESPONSIBILITIES:

- A. Coordinates or installs, inspects repairs and maintains the electrical, plumbing, mechanical and other related systems.
- B. Coordinates and inspects major contract work on the electrical, plumbing, mechanical or other related systems.
- C. Coordinates or inspects, operates and maintains the heating, cooling and ventilation systems in all church buildings.
- D. Coordinates the renovations of existing buildings.
- E. Staff liaison to the building committee and house and grounds committee.
- F. Checks the efficiency of the machines and equipment. Prepares cost vs. value analysis.
- G. Identify the problem areas and look for appropriate solutions to fix those problems and prevent the buildings from deterioration.
- H. Help the church in upgrading equipment with efficient tools in the allotted budget.
- I. Supervises and assigns the work of maintenance and custodial employees.
- J. Inspects work for completeness
- K. Determines material, equipment, and supplies to be used.
- L. Keeps time cards and other routine records.
- M. Compile safety norms related to the building and equipment and meet expectations.
- N. Play an active role in recruiting maintenance staff for the church.
- O. Provide training to employees to help them in maintenance issues.
- P. Assigns or does repairs such as painting, patching walls, security hardware, and hanging shelves.
- Q. Bids and manages landscaping contractor(s).

#### IV. RESPONSIBLE TO: The Minister of Education, or other appropriate staff member.

#### V. DIRECTS: Maintenance Technician(s) and Custodians.

Approved 10/16/2013