

# **SULLIVAN BAPTIST CHURCH**

## **MAINTENANCE SUPERVISOR JOB DESCRIPTION**

### **PRINCIPAL FUNCTION:**

The Maintenance Supervisor will safely and effectively oversee, supervise, and perform all aspects of facilities maintenance and custodial work on the church campus. They have responsibility of the maintenance, repair, cleaning, set-up, and oversight of church properties, equipment, furnishings, fixtures, and facilities assuring they are in proper working condition and ready for church use at the appropriate meeting times.

### **JOB SUMMARY:**

The Maintenance Supervisor is responsible for the general cleaning, housekeeping, and complete maintenance of campus facilities, adjacent walks and grounds, operational and working equipment, and supervision of emergencies, such as power failure, plumbing and heating concerns, or vandalism. Work is generally routine; most tasks are well defined, but with considerable variation; some phases of work are less well defined and at times will require independent action. Evening and weekend hours as well as frequent lifting and standing may be required. The Maintenance Supervisor is responsible to the Pastor or in the absence of the Pastor, the Maintenance Supervisor is responsible to the Chairperson of the Properties Committee. It should be the goal of the Maintenance Supervisor to assure that the church buildings and grounds are given the utmost attention such that the facilities honor our Lord and bring appropriate witness to our community, membership, and guests.

### **RESPONSIBILITIES (include but are not limited to):**

1. Perform minor maintenance tasks involving HVAC, electrical, plumbing, painting, and light carpentry for all campus facilities utilizing contractors as required and approved by the Properties Chairman or the Church.
2. Inspect and replace HVAC filters on routine basis.
3. Oversee and assist custodian, as needed, with housekeeping of campus facilities.
4. Maintain inventory and placement of vital church equipment, furnishings and fixtures.
5. Inspect and replace, as needed, exit lights, fire extinguishers, welcome mats, and items used to ensure safety.
6. Coordinate volunteer work and major cleaning projects with the Properties Committee Chairperson.
7. Maintain buildings and equipment to provide effective operations.
8. Provide 24/7 on call availability for emergencies.
9. Establish daily work assignments and tasks including regular inspection of building, facilities and equipment.
10. Maintain clear and clean parking lots, sidewalks, and roads around campus especially during winter months.
11. Identify special concerns and recommendations to the Pastor or Properties Chairman immediately especially when the need for altering schedules may be involved.
12. Perform overall yard maintenance including mowing lawns, shoveling snow, watering plants, mulching, etc.
13. Organize facilities and classrooms for events such as weddings, funerals, study groups, committee meetings, and special occasions, including setting up chairs and tables as requested.
14. Ensure the collection and disposal of trash and garbage in timely manner.
15. Maintain a minimal inventory of maintenance supplies.
16. Assign and coordinate designated departmental storage areas.
17. Initiate supply orders as required through the church office purchasing system.
18. Oversee responsibility for locking and unlocking of facilities as needed.
19. Coordinate key control with the main office.
20. Patrol church buildings and grounds to ensure that appropriate doors and windows are locked and lights are off.
21. Perform periodic security checks of all campus buildings.
22. Assist the Properties Chairman in the preparation of the annual maintenance budget.
23. Perform maintenance related off-site errands such as pick-ups and deliveries.
24. Assist church staff with office and equipment moves.
25. Cover housekeeping and custodial duties during absence or vacation.
26. Attend regular staff meetings as requested by the Pastor or other leadership.

## REQUIREMENTS:

1. A born-again believer and passionate follower of Christ who supports and accepts the beliefs and ordinances of the Southern Baptist Church, including the latest edition of the Baptist Faith and Message, adopted by the Southern Baptist convention in June 2000.
2. Uphold the standards of Christ, the Southern Baptist Church and Sullivan Baptist Church, which includes abstaining from alcoholic beverages, tobacco in any form while on church property or conducting off-site church business, and illegal or non-Christ honoring drugs.
3. Devote the time necessary, including evening and weekend hours that may be required to perform all activities as described above, including availability for emergencies.
4. Proficiency to safely perform and oversee any maintenance repairs in line with skill sets and experience.
5. Ability to get along well with others and to take initiative with an energetic spirit to promote unity in the workplace, the mission of the church, and a safe work environment.
6. Have training, background, and experiences sufficient to satisfy the expectations described in this job description.
7. Ability to sit, stand, walk, bend, safely climb ladders, and lift up to 50 lbs.
8. Experience in minor repair work in carpentry and painting as well as troubleshooting and recognizing mechanical and electrical problems.
9. Ability to implement a comprehensive cleaning plan for a facility, including sweeping, dusting, washing, waxing, and maintaining of grounds, parking lots, and roads.
10. Willingness to gain basic working knowledge of HVAC, fire alarms, safety, telephone, and security systems.
11. Possess good time management skills.
12. Skill in operation of a variety of commonly used maintenance hand tools and equipment.
13. Ability to follow all applicable safety rules and procedures.
14. Dress appropriately with clothing that provides a level of safety and modesty that does not bear any lettering, graphics, logos or advertising that would not uphold the standards of Christ and Sullivan Baptist Church. This includes the wearing of proper shoes that provide adequate safety for the assigned work.

## TERMS OF EMPLOYMENT:

1. **Selection:** The Personnel Committee will be responsible for locating and presenting a candidate for this position. In accordance with the by-laws of Sullivan Baptist Church, the Personnel Committee may hire the Maintenance Supervisor for a temporary, probationary period up to 90 days. If performance is satisfactory, the Personnel Committee can recommend to the Church Body that a vote be taken regarding employment beyond 90 days. This vote will be taken prior to the expiration of the 90-day temporary, probationary period.
2. **Salary and Benefits:** Salary and Benefits will be paid on a regular basis at a level recommended by the Personnel Committee and Finance Committee, acting jointly, and approved by the Church. The salary is based on a 30-hour workweek. The Church will pay the percentage of the employee's FICA as required by law. Employee will be guided by the **GENERAL POLICY FOR CHURCH STAFF** adopted June 2004.
3. The Maintenance Supervisor will be classified as Part-Time Salary Personnel until the ministerial relationship is terminated by him or by the church. Thirty days written notice shall be required for termination by either party unless another mutual agreement is made.
4. The Maintenance Supervisor will be responsible to the Pastor, or, in his absence, the Chairman of the Properties Committee.
5. The Maintenance Supervisor will be guided by the Sullivan Baptist Church *General Policy for Church Staff* adopted June 2004, which provides Vacation, Holiday, Personal Time Off, Sickness Allowance, Appointment, Funeral Attendance, and other employee information.
6. The prospective Maintenance Supervisor must provide necessary information and permission for Sullivan Baptist Church to conduct a confidential criminal background screening prior to final employment. This will be conducted at no cost to applicant.