



Position: Building Superintendent

Principal Function: Manage and maintain physical plant by assessing systems including but not limited to electrical, plumbing, HV/AC, irrigation, telecommunications, security systems, elevator maintenance, landscaping, kitchen maintenance, etc. Oversee major property projects along with the Property Operations Manager as church representative. Performs a wide variety of day to day maintenance repairs and renovations of facility.

Reports to: Property Operations Manager

Regular Duties:

- Evaluates systems to secure proper operation
- Assess any problems and makes necessary repair(s) or contact appropriate vendor/contract labor
- Research materials, equipment, vendors for proposed facility projects
- Liaison between church and large machine contractors
- Oversees work of property contractors (HV/AC, landscaping, electrical, plumbing, etc.)
- Evaluates effectiveness of property contracts; consults with property operations manager and makes recommendations as necessary
- On call for mechanical failure

Occasional Duties:

- Designs and implements problem solving solutions to unusual needs of the operation of the church related to the many different ministry areas of the church, i.e. Preschools Ministries (Day & Play schools)
- Seasonal prepping of large machinery and systems

- Assembles any office or facility items such as furniture, play equipment, large machinery
- Attend meetings with architects, contractor and appropriate committees for vital input related to planning and implementing major MP&E and property renovation projects

Job Specifications:

- Working knowledge of electrical, plumbing and HV/AC systems and codes
- Strong knowledge of contract terms and invoicing
- Problem solving skills

Working Conditions:

- Lift and carry up to 50 lbs.
- Bend, stoop, squat, push, pull, and walk
- Stand or walking for long periods of time
- Raise arms over head for extended periods
- Climb and descend ladders and multiple flights of stairs (climb to and walk on roof)
- Manipulate large and small objects

Status/Hours:

Full-time Position: Non-Exempt/ Monday through Friday; on site. Call-back pay for facility emergency: when employee is called back to work, employee will be paid overtime plus a flat \$50 call fee.

Staff Member's Acknowledgement

Date