



General Information

Department: Operations

Supervisor: Executive Pastor

Compensation: \$50,000 - \$60,000

Classification Level: Level 4

Status: Full-time, Exempt

Benefits: Health Insurance and Retirement

Job Summary

To support the Church's mission and vision by ensuring the general maintenance and use of church buildings, grounds, equipment, vehicles and all the supporting systems while supervising the work of the custodial and maintenance staff, as well as independent service contractors.

Qualifications

- A personal faith in Jesus Christ with a mindset to support the beliefs and practices of the Church.
- A high school diploma or GED with a working knowledge of facilities maintenance including safety and security protocols.
- Ability to lead staff by scheduling and supervising their work to ensure quality outcomes.
- A valid motor vehicle license with a clear record.
- Capable of working independently and following instructions without immediate supervision; detail oriented; cooperative attitude with other staff, vendors, church members, and general public.
- Possess an aptitude for using technology to schedule events, coordinate schedules, and maintain service logs.
- Physically able to lift 50 pounds and scale ladders.

Core Responsibilities / Tasks

- Maintain the church's buildings, vehicles, and safety resources to ensure they are clean and ready for use; supervise the work of assigned employees; utilize the assistance of service contractors, as needed.
- Perform clerical tasks such as order supplies, maintain supply inventory, process invoices for payment, track work orders, review and approve timecards.
- Provide staff training and leadership to attain efficiencies in all areas; implement OSHA guidelines pertaining to chemical products.
- Assist with the employment and evaluation of assigned employees.
- Properly screen, secure, and oversee independent contractors and vendors who perform work for the church.
- Monitor and maintain equipment inspections to ensure they are current and compliant with local and state requirements.
- Maintain church vehicle maintenance, conduct driver exams, and maintain a record of approved drivers.
- Serve as the primary Emergency Officer and carry out emergency procedures per approved guidelines; assist with managing and monitoring the building access system.
- Work with other staff leaders to coordinate church resources.
- Support the Leadership Staff as requested.