

POSITION DESCRIPTION

Join the St. John's Team!

The Building Supervisor shows pride and diligence in maintaining all aspects of the physical building. Oversees the Custodial staff with cleaning and general maintenance of the building. All tasks will be performed at a level meeting our Custodial job standards while adhering to proper safety measures for cleaning, lifting, moving, and operating equipment. The Building Supervisor interacts with members and guests in a positive, helpful, and welcoming manner. Must be available weekends and work a flexible schedule.

JOB RESPONSIBILITIES/ESSENTIAL DUTIES

- Manages facilities usage, coordinates space and equipment needs in collaboration with the Office Manager, monitors energy usage, maintains S2 Netbox (door system), AXIS (intercom) system and HVAC system, communicates with Custodians and Property Team, directs routine maintenance, all in order to optimize the building and grounds as a resource for ministry and to minimize conflicts in time and space needs. Manages and communicates with vendors, establishing and maintaining a relationship with appropriate parties. Communicates issues, providing updates and concerns. Orders and purchases supplies for cleaning, kitchen, office and building use. Stocks and maintains par levels. Works with outside maintenance companies and other workers needed in the building. Provides on call support to staff, volunteers, and users of the building, Property Team members and custodians to troubleshoot and provide support. Monitors and provides follow through on the appearance and cleanliness of the building and takes corrective action if needed. Manages and leads the volunteer Property team to help support the upkeep of the building and grounds 54% of time
- Manages building safety and security programs including but not limited to inspections, security, and camera system. Works with security service companies to maintain equipment. Houses security camera to monitor the building and troubleshoot issues. Represents the Church on the emergency call list for fire/lift/emergency issues. Partners with the Office Manager to remotely grant/deny access to outside vendors or congregation members. 7% of time
- Supervises Custodial staff and oversees/works with the Property Team. Provides day to day performance feedback, orientation, maintains current job descriptions and conducts annual reviews of such staff/services. 8% of the time
- Works with the Custodians and Property Team in preparing and maintaining master maintenance calendar.
- Schedules heating and cooling for all events. Assures requested room set up and equipment is provided. 5% of time
- Assures cleaning in the church building, makes certain that all areas of the building are kept in a clean, sanitary, and orderly condition. This includes dusting and cleaning classrooms, sanctuary, and offices. Performs tasks according to spreadsheet detail. 11% of time
 - a. Setting up and taking down tables, chairs, etc. for events. Following written and/or verbal instructions from the Office Manager and/or event coordinators for setting up special events.
 - b. Assuring safety during inclement weather by shoveling snow, salting walkways, and keeping outside areas near doors tidy.
 - c. Deep cleaning/scrub/wax floors and clean carpets according to need and season.
- Makes or assigns small repairs and minor maintenance work as needed. This work is identified by the staff or by own observation. 7% of time

<ul style="list-style-type: none"> Drafts and aligns demands needed in preparation for annual budget 2% of time Orients the Custodians in St. John's procedures related to the position, coordinates the work schedule for Custodians, and checks the finished work 1.5% of time 	<p>Total percent of time spent on Essential Duties 95.5% of time</p>
MARGINAL / NON-ESSENTIAL DUTIES	
<ul style="list-style-type: none"> Participates in weekly Staff and Property Team meetings Communicate amongst staff for any building space changes Seek additional service vendors to a more cost-effective service Maintain up-to-date information with the latest ISSA cleaning standards, procedures, and sustainability practices Keep and organize any invoices regarding building operations Communicates among all head point of contacts for events regarding any custodial or building accommodations to help security of the facility, as necessary. Secures equipment and supplies and protects against pilferage, loss, theft, or abuse. 	<p>Total percent of time spent on Marginal / Non-Essential Duties 4.5% of time</p>
WORKING RELATIONSHIPS	
<p>This position reports to the Office Manager and Senior Pastor. The Building Supervisor is responsible for directing the work performed by custodians and volunteer property team members as well as building relationships with local vendors and non-profits.</p>	
SKILL AND KNOWLEDGE REQUIREMENTS	
<ul style="list-style-type: none"> Mission Ownership: demonstrates understanding and full support of the mission, core values, and strategic objectives of St. John's and can teach those to others. Reflects and promotes the core values and mission focus of the congregation. People Skills: demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and encouragement. Management Skills: demonstrates commitment and flexibility in managing and supporting those in his/her team. Understands his/her leadership style and adapts his/her leadership behaviors to meets the needs of situations. Delegates, empowers, and holds leaders accountable. Marshalls resources (people, funding, material, support) to get things done. Possesses skills in organization. Business Acumen: knows how businesses work and is knowledgeable in current and probable future policies, practices, trends, technology, and information affecting his/her role within the church setting. Requires five years supervisory experience Must be knowledgeable in vendor and inventory management Requires mechanical skills including general maintenance and repair. A minimum of 5 years' experience is desired Requires a minimum of high school diploma or its equivalent Must be initiative-taking and able to work without supervision. Must be flexible regarding work schedule, able to schedule work times to meet the needs of church Must be able to organize and prioritize duties Must have excellent communication and computer skills, with the ability to report maintenance needs Must interact and relate to members, vendors, staff, outside group members and visitors in a positive, pleasant, and helpful way 	

- Must pass drug screen and criminal record check

PHYSICAL DEMANDS

This individual must be able to handle normal cleaning equipment such as vacuum cleaners, scrubbers, and carpet cleaners. Must be able to use hand tools (like screw drivers, hammers to perform small maintenance duties). Must be able to climb a step ladder to perform small maintenance and cleaning tasks. Must be able to lift 50 lbs. (tables, supplies, and softener salt) regularly. Noise level may be high when operating power equipment. While performing the duties of this job, the employee occasionally works in outside weather conditions.

The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals.

MENTAL DEMANDS

The duties of the position require independent and strategic thinking. Typical duties involve overseeing multiple priorities (employee management, building management, scheduling). Some duties require precision and adherence to strict time deadlines. Certain duties are highly stressful such as dealing with employee conflicts, complaints, and discipline/termination.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.

Job Title: **Building Supervisor**

FLSA Status: 20-24 hrs. Part-time Hourly

Prepared By: Pastor Brian Halverson, Dan Thompson

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