

Amazing Grace Lutheran Church

Position Description

Job title: Building Supervisor

Reports to: Office Administrator and Business Management Ministry Team Chair(s)

Position Summary

This part-time position (8 hours/week) * will provide property maintenance support to the church.

Essential Functions:

- Purchasing:
 - Purchase all repair and replacement material at the most reasonable price possible and using tax exempt status (vendors and charge account provided where applicable).
 - Check supply levels weekly and purchase as needed to avoid running low.
 - Supplies include, but are not limited to: office supplies, printer paper, cleaning supplies, paper towels, toilet tissue, and other supplies as needed or directed by staff.
- Interior Maintenance:
 - Manage interior spring/fall cleaning process, including but not limited to: solicitation of volunteers and list of activities.
 - Responsible for management of Calendar Cleaning communication and invoice approval.
- Exterior Maintenance:
 - Manage exterior spring/fall cleaning process, including but not limited to: solicitation of volunteers and list of activities.
 - Manage facilities-related contracts, including but not limited to: lawn mowing, weed control contract, snow removal.
 - Manage parking lot maintenance and related fees collected, with the intent of using those fees for lot maintenance.
 - Manage garden and parking lot island and watershed pond inspections as required by local government.
 - Monitor septic system requirement for pumping.
- HVAC:
 - Manage all thermostat settings by season and update Xcel chart annually.
 - Seasonally inspect all air filters in RTUs, main & lower level air handlers, office and nursery units, and replace as necessary.

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- Manage boiler controls, replacing thermocouples as needed. Conduct seasonal system startup and shutdown.
- Clean condenser coils on RTUs, office, and nursery condenser units.
- Watch boiler pressure and temperature and take necessary action as needed.
- Change air filters in electronic sign at least twice a year.
- Conduct requirements of Guide One insurance company:
 - Manage the Facility Safety Assessment program.
 - Monitor the driver training program.
 - Enforce completion and filing of injury incident reports.
 - Perform and document the Guide One monthly, quarterly, and annual facility safety inspections.
- Additional Inspections:
 - Manage annual fire system inspection contracts and ensure fire extinguishers and fire pump tests are completed as directed.
 - Manage annual elevator inspections.
 - Conduct monthly AED inspections and maintain the National AED Registry Program.
- Act as backup for issuing keys/security system codes for building access.
- Attend all Property Team meetings. Building Supervisor may be required to chair the team.
- Budget development and management as required by Business Management Ministry Team Chair(s).
- Maintain a record of all activity & communicate to Property Team and Church Council on a monthly basis.

Some of the Building Supervisor's tasks are completed daily, others may be every few days, weeks, months, or annually. The above may not be all-inclusive but rather a sampling of the types of work and responsibilities intended for this position.

Physical Demands

Employee should be able to meet the physical requirements of the job, which include climbing ladders, lifting/carrying up to 50 pounds, being outdoors in all seasons

Qualifications

- Experience in building supervision, building maintenance, or "handyman" work required.
- Ability to manage multiple projects simultaneously and under time pressures; ability to prioritize projects; oral and written communication skills (English used in all communications).
- Able to work effectively in a team environment that regularly includes volunteers.
- Awareness and knowledge of the church and its organizational expressions.
- Candidate must pass a background check.