

Building Superintendent

Job Description

PRINCIPAL FUNCTIONS

The St. Elmo Presbyterian Church (SEPC) Building Superintendent will oversee the ongoing work to care for the building and grounds of the church and partner with leadership, committees and members of the church in the stewardship of the physical resources that God has given the church.

RESPONSIBILITIES

1. Plans and performs regular maintenance activities which do not require outside contractors and/or a capital campaign, and maintains a regular log of these activities for tracking and review by the building and grounds committee
2. Partners with the diaconate, building and grounds committee and Treasurer to plan and organize an annual budget for ongoing stewardship of the building and grounds of the church
3. Plans, coordinates and communicates with external vendors that perform ongoing services for the church including, but not limited to, custodial duties grass cutting, inspections, carpet cleaning, and other services
4. Communicates quarterly with the Building and Grounds committee and diaconate about ongoing maintenance work and needs of the building and grounds of the church. Communicates annually with the Session about the same items.
5. In conjunction with the Building and Grounds Committee, coordinates and oversees an annual volunteer church work day to beautify the church and perform other tasks as necessary
6. Connects with church members as available and coordinates ongoing volunteer activities where possible
7. When necessary, assists in the planning, communication and oversight of a capital campaign and physical plant projects in conjunction with the Session and Building and Grounds Committee, including oversee external contractors and/or construction crews for the work that has been contracted to be performed
8. Maintains excellent communication with the church treasurer, Diaconate, church employees, ministry groups, congregants, vendors, and any others affected by the church's physical resources
9. Performs oversight activities and performance evaluations for the church custodian according to the SEPC personnel manual and organizational chart
10. Works according to the guidelines established by the Session and Personnel Committee, and conducts regular performance updates and annual evaluations with the Senior Pastor

JOB / SKILLS SPECIFICATIONS

1. Ability to lift moderate to heavy loads (25-75 lbs) on a regular basis in the ordinary course of work
2. Experience with established custodial standards for cleanliness and monitoring is preferred
3. Ability to perform light to moderate building maintenance tasks including, but not limited to filter replacement, painting, gutter cleaning, minor plumbing and electrical maintenance, and other maintenance tasks
4. Working knowledge of Microsoft Office or Google Suite products to allow for planning and communication of job responsibilities
5. Ability to work independently with limited supervision, while still completing tasks on a timely basis
6. Must have a high level of integrity and ability to maintain confidentiality of financial or other church information

FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

POSITION STRUCTURE

Reports to the Senior Pastor, with oversight by the Session and Diaconate

Classification: Support Staff, salaried (exempt)

Part-time/10 hours per week

APPLICATION DETAILS

To apply for the position, please provide the following materials for consideration:

- Resume
- A one (1) page statement of faith
- Contact information for 2-3 references who can speak to qualifications for the position

All materials can be emailed to Alex Anderson at alexanderson88@gmail.com