

**FIRST PRESBYTERIAN CHURCH
JOB DESCRIPTION – WORK PROFILE**

NAME:

TITLE: Building Superintendent

Direct Supervisor: Head of Staff

Position: This is a full time staff position which is responsible for maintaining the church buildings, grounds, and property.

CORE RESPONSIBILITY	MEASURES
Maintenance of Church Property 70%	<ul style="list-style-type: none"> • Prepare rooms and spaces for use • Maintain all mechanical and sound systems • Assure physical attractiveness of buildings and grounds • Make needed repairs if able • Implements preventative maintenance program • Sets up for GAP and Wednesday Night Fellowship • Works all funeral services
Administrative 15%	<ul style="list-style-type: none"> • Purchase all kitchen and maintenance supplies • Schedules and oversees use of church buildings including the Turner House • Negotiates contracts with outside contractors subject to Buildings & Grounds and Session approval • Oversees landscaping and ground maintenance • Attends all Buildings & Grounds meetings • Maintains budget for Buildings & Grounds
Supervision 15%	<ul style="list-style-type: none"> • Supervises all contract work • Supervises and establishes duties of the Church Sexton

CORE OBJECTIVES	
Personal	<ul style="list-style-type: none"> • Present a warm and caring image to all church members • Demonstrate a positive and productive approach to job, co-workers, and members • Observe confidentiality • Use telephone and electronic communication, including the internet, in a responsible manner
Teamwork	<ul style="list-style-type: none"> • Cooperate and collaborate well with co-workers to achieve the highest quality • Look for opportunity to help co-workers • Deal with conflict in constructive ways
Organizational Skills	<ul style="list-style-type: none"> • Plan and coordinate job responsibilities in order to complete in a productive and timely manner • Effectively utilize FPC resources, time, and energy • Demonstrate time management skills
Dependability	<ul style="list-style-type: none"> • Work is completed on time • Demonstrate flexibility • Work independently to handle responsibilities • Accurate and consistent in work habits • Good attendance and is on time with all commitments

Signature of Employee

Signature of Supervisor

RELATIONSHIPS:

The Building Superintendent will work with and under the supervision of the Head of Staff. He serves as the resource person for the Buildings & Grounds Team and is responsible to the Session through the Personnel Team.

EVALUATION AND REVIEW:

The Building Superintendent is responsible to and under the direction of the Head of Staff. The Head of Staff is responsible for performance and salary reviews subject to the approval of the Personnel Team.

WORKING HOURS:

A normal workday consists of 8 hours with one hour for lunch (8am to 5pm). Wednesdays are 8am to 7:30pm and Thursdays are 8am to 2:30pm. Fridays are off. Alternate Sundays from 7:30am to 12:30pm.

WORK SCHEDULE:

This position is full time. The Building Superintendent will be granted the following time off:

2 days per week (Friday and Saturday)

3 weeks of annual vacation

10 days of sick leave