

# *Second Presbyterian Church*

## *Facilities Superintendent*

**Date Job Description Approved by Session:** \_\_\_\_\_

**Overview:** The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. Second Presbyterian strategic guides URL: [https://www.growwithsecond.org/\\_files/ugd/f84825\\_c333757ad6f64a4cb75032058243b74e.pdf](https://www.growwithsecond.org/_files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf)

**General Position Description:** Employee(s) will carry out a ministry of leadership and support by performing specific tasks related to the maintenance and care of the church's facilities, equipment, buildings and grounds.

### **Minimum Qualifications:**

1. Ability to work independently,
2. Ability to work well with volunteers,
3. Physically capable of sustained inside and outside physical labor, including lifting items of up to 50 lbs without assistance or accommodation.
4. High familiarity with maintenance and repair of building operating systems
5. Available to work during normal business hours, plus evening, weekends, and holidays as needed.
6. Proficient in email, Google Workplace, Microsoft Suite, English.
7. Valid PA Driver's License.

### **Responsibilities:**

Ensure that all church-owned buildings, equipment, and grounds are safe, functioning, clean, secure, and attractive in appearance.

### **Specific Duties and Tasks include (but are not limited to):**

1. In coordination with the Chairperson of Facilities Committee, prepare, execute and oversee an annual plan (including budgeting) for maintaining the church's building and grounds.
2. Ensure the building is fully clean.
3. Ensure buildings and grounds are safe and well maintained, including lawn care, snow removal, repair and security of Mission House, vehicles, and outbuildings.
4. Find and liaise with outside contractors for routine maintenance (e.g. exterminator, elevator, rubbish removal, alarm company, HVAC preventative maintenance), tech operations, and special projects (e.g. HVAC replacement). Negotiate rates with contractors.
4. Monitor all operating systems (e.g., HVAC, electrical, plumbing, lighting, sound, security) and enlist maintenance and repair contractors as needed.
5. Oversee Facility expenses on a monthly basis.

6. Perform and oversee minor repairs and maintenance, as time and skill permit. Seek assistance of skilled volunteers and contractors as appropriate.
7. Assist in leading Facilities Committee meetings.
8. Inform Head of Staff and Session of need for extraordinary maintenance or repairs.
9. Supervise Custodian, if applicable.
10. Maintain inventory of church-owned furnishings and equipment
11. Kitchen supplies: reorder and pick up as needed.
12. Recruit volunteers to assist the Facilities Committee.
13. Set-up/take-down meeting rooms, tech, etc as needed.
14. Liaison with outside groups.
15. Manage volunteers: close-up, lock-up, mail distribution, work days, Facilities Committee, etc.
16. Ensure that the rental house is maintained.
17. Perform other duties as assigned by the Head of Staff.

## **Conditions and Terms of Employment**

### **Requirements of all Staff**

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

**Hours:** This is a salaried position. The employee in this position will manage their schedule to work an average of 32 hours per week throughout the year.

**Work Environment:** To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance, conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

**Performance and Compensation Evaluation:** Regularly at the discretion of the Personnel Committee.

**Other Financial Compensation:** as negotiated.

**Pension/Retirement Savings:** There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

**Health or Other Benefits:** Please refer to the Employee Handbook

**Overtime/Comp Time:** This position is salaried.

**Vacation:** Please refer to the Employee Handbook

**Sick/Personal Days:** Please refer to the Employee Handbook

**Holidays:** Please refer to the Employee Handbook

**Continuing Education Leave and Funds:** Please refer to the Employee Handbook

**Professional Expenses:** Please refer to the Employee Handbook

**Termination:** Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

**Supervision/Reporting:** Lead Pastor/Head of Staff.

**Revisions to this Job Description:** This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.