

MAINTENANCE SUPERVISOR

ACCOUNTABLE TO: Superintendent

MINISTRY PURPOSE: The primary function of the Maintenance Coordinator is to support the ministry of Grace Lutheran Church and Christian School by performing general maintenance and repairs for assigned equipment and facilities including basic plumbing, electrical, carpentry and other general repair person skills. This position would coordinate a janitorial team and provide disinfecting and clean-up duties as needed during the day.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Oversee facilities maintenance, cleaning, and planning for capital improvements.
2. Supervise and oversee the janitorial team by creating schedules and checklists for them to use. Making sure the campus is cleaned and disinfected at prescribed intervals throughout the day.
3. General monitoring of the property to ensure safety and security.
4. Must be able to self-direct daily work to maximize effectiveness and responsiveness. Organize daily workload and prioritize as needed.
5. Assist staff and ministries as requested.
6. Supervise grounds crew in weekly yard maintenance.
7. Oversee facility set-up for events and functions on the campus for ministry events, including weekend worship services and other approved special events. Including responding to emergency clean up requests.
8. Completes daily work orders and requests.
9. Performs general repairs and troubleshooting issues to determine necessary repairs to maintain electrical, plumbing, HVAC, and mechanical systems that do not require a specialized technician.
10. Take inventory, order parts and supplies, and deliver around campus as needed and keep the facilities well supplied and organized. (i.e. paper products, cleaning supplies, parts, light bulbs, filters, etc.)
11. Maintain a clean campus including leaf blow and wash outside areas regularly, power washing as needed.
12. Able to communicate clearly verbally, in writing in a professional manner.
13. Able to properly and safely use hand and power tools effectively and safely to complete work.
14. Willing and able to learn new methods of providing service. Seeks out new ways to accomplish tasks more effectively.
15. Communicate with supervisor or leadership when outside or when additional help is needed.
16. Be able to anticipate and resolve problems before they become too large.
17. Coordinates and maintains regular schedules for work on campus and log when completed.
18. Working knowledge of email and use of web-based tools. Excel spreadsheet knowledge is a plus.
19. Additional duties as assigned by the supervisor.

QUALIFICATIONS: Previous maintenance or repair person experience preferred, with successful experience leading others. At least five (5) years experience supervising team members. Must be a team player, working together with the Church, Elementary School, and Preschool. Knowledge of (or willingness to learn) basic methods, practices, equipment, tools, and materials used to perform semi-skilled maintenance and construction work. Good communication skills, English language is a must and bilingual (Spanish) is desired.

ESSENTIAL PHYSICAL ACTIVITIES AND WORK ENVIRONMENT: Sufficient stamina to stand, walk, sit, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend to install, repair or construct materials and equipment on a daily basis eight to ten hours a day; strength to regularly transport objects weighing up to 75 pounds and occasionally up to 100 pounds; mobility to climb and descend ladders; subject to

working in high and precarious places; sufficient finger dexterity to grasp, push, and pull hand and power tools and heavy equipment and objects; sufficient stamina to perform heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to read fine print.

Work is subject to exposure to dust, dirt, odors, noise, vibrations, heights, electric shock, poor ventilation, chemicals, fumes, solvents, and gases. Work is conducted occasionally in adverse weather conditions and is performed in both indoor and outdoor environments. This job generally requires 10% sitting, 45% walking, and 45% standing. Work is subject to overtime with a schedule that may involve assignments on either Saturday or Sunday as determined by the needs of the ministry.