

Position: Maintenance Supervisor**Full Time: With benefits****Supervisor: Director of Church Administration and Operations****Supervises: Custodians/Volunteers**

I. Purpose Statement:

Honor Christ by completing duties with positive conduct towards members and guests. Maintain church facilities and grounds to highest standards of operational excellence within budget parameters. Support Mount Olive ministries in everyday building use, event set up, and event clean up as they fulfill their mission of living to love people to Christ.

II. Accountability:

Senior Pastor, Director of Church Administration and Operations (DBAO), and the Trustees Team

III. Desired Qualities:Physical:

Constant: walking, pushing, bending, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: carrying, lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting / smelling, near vision, midrange vision, depth perception, field of vision

Occasional: standing, sitting, reclining, lifting above shoulders, climbing, balancing, crouching, firm grasp, feeling, talking, far vision, and heights up to 30ft.

Work Ethic:

Hardworking, conscientious, dependable, capable of performing physical and mental labor necessary to prepare rooms and the ability to supervise the custodial staff / volunteers. Has a passion for good stewardship of the facilities God has given the church, a desire to present a positive physical appearance of the church and to the community. Ability to maintain confidentiality and personal information, handle criticism, and respond in positive ways toward needed objectives.

IV. Education/Experience:

Experience as a custodian a plus with the ability to perform light maintenance (electrical and mechanical) on equipment and facilities. Supervisory, administration, computer, and HVAC experience is desirable.

V. Responsibilities:

- Supervise and manage the custodial staff – Oversee building (Church, School, parking lots, sidewalks, and grounds) conditions and coordinate the projects/work/tasks of the custodial staff and contract workers, volunteer bathroom cleaners, and volunteer trustees. Support quarterly evaluations of custodial staff and monthly reviews with DBAO.

- Coordinate with Trustees Team – Attend Trustee meetings and provide building and grounds status reports, suggest, coordinate and oversee building improvement, maintenance, and large summer projects as necessary to keep Mount Olive looking and functioning with excellence.
- Custodial/Janitorial Duties – Coordinate, delegate, and perform as necessary the custodial duties such as: cleaning bathrooms, emptying waste baskets, vacuuming halls and offices as needed, dusting assembly rooms, offices, cleaning cobwebs from ceilings, ceiling tiles, corners, vents, fans, etc. as needed. Order cleaning products, materials, and all supplies as required.
- Building/Room Usage Setup – Prepare rooms for next event based on room acquisition schedule and directions. Clear rooms after events and reset to base set up. Ensure that HVAC system is programmed to provide environmental comfort for the events. Take care of audio/visual needs as requested.
- Maintain/oversee maintenance and warranty support contracts and make suggestions on selection of subcontract vendors with DBAO.
- Grounds – Maintain professional and attractive grounds and landscaping. Coordinate signage, parking, lawn mowing, and snow removal, U.S. Flag presentation of lights or full/half mass positions, and grounds care.
- Maintenance – Conduct light maintenance (electrical and mechanical) on equipment.
- Manage - Oversee, garage, shed, and church storage rooms. Get rid of unused items and organize used items for access and support of ministry and events
- Security – Oversee building lockup and security procedures. Maintain operational security system, professionally handle security issues, and coordinate lock-up.
- Oversee coverage for Weddings, Funerals, and other activities that may impact regular church activities (Extra compensation is available).
- Probation period of 90 days; possible drug testing, and other precautionary measures may be asked of individual.
- Willing to complete other related duties as assigned by DBAO.