



Job Description: Properties Supervisor

Accountable to: Business Administrator

Position Description

The Properties Supervisor shall be responsible for completing the tasks mutually agreed upon as outlined in the following job description. The Properties Supervisor will report to and be supervised by the Business Administrator. The Properties Supervisor is responsible for the general maintenance of the church buildings and grounds and will directly supervise the custodial staff.

Qualifications

Requires the ability to work with the staff and volunteers in carrying out the programs of the church. The Properties Supervisor should have maintenance supervisory skills. Prior experience with budgets, ordering supplies and security is desirable. Maintenance skills required in plumbing, heating and air conditioning, and electrical are necessary as well as experience operating various building control systems. A minimum of a 2nd Class Boiler's license or willingness to obtain one is required.

General Requirements:

1. Coordinate the initiation and completion of all property repairs.
2. Perform preventative maintenance tasks on lawn equipment, heating/ventilating/air conditioning/plumbing, furniture, and fixtures.
3. Ensure completion of all lawn and grounds care assignments.
4. Purchase all necessary maintenance and grounds keeping supplies and equipment.
5. Compete and implement annual assessments of Bethel's property and maintenance needs in order to develop a facility long-term plan.
6. Be aware of ongoing usage costs for electricity, water, waste removal, natural gas. Work collaboratively with staff to ensure responsible usage and reduction of overall footprint.
7. Serve on the Properties Team as a staff representative. Work collaboratively with the Properties Team in project planning, status updates, and creating awareness of items that need attention.

8. Manage custodial staff, custodial work schedules, and custodial operations. Assist with custodial duties including but not limited to cleaning and room setups as needed.
9. Work to ensure a safe and secure facility with routine checks on doors, alarm system, elevators, building walk-throughs, etc. Work collaboratively with the Security Team as needed to address safety and security concerns.
10. Work with the custodial team and Properties team to determine yearly building operations budgets.
11. Attend weekly all-staff meetings.
12. Perform other tasks as assigned.

*The responsibility of the Properties Supervisor may be changed at any time by mutual agreement of the Personnel Team and the Business Administrator and with the approval of the Church Council.

Desired End Result

With the proper direction and support, the Properties Supervisor will ensure that Bethel's facilities are well maintained, secured, and in good working condition. This person will confirm that the funds which have been allocated are spent responsibly, have a strategic plan in place to address any upcoming needs, and continuously look for ways to improve interpersonal skills and the functionality of the facilities.

**Please send your resume to our Business Administrator Terra O'Brien:
OBrien@bethellutheran.com**