

Trinity Wellsprings Church

Position Description

Job Title: Facilities Supervisor

Duties and Responsibilities:

- Use handyman skills to complete smaller repairs around campus. Some examples are toilet & faucet repair, painting, furniture assembly, power washing, gutter cleaning.
- Be the contact person for outside maintenance contractors and vendors. Some examples are AC techs, electricians, fire inspector, roofers, plumbers, and builders.
- Able to use a ride on or stand-up mower to cut the grass at TWC at the front of the property [the back of the property has a separate arrangement]. This will be weekly in the summer months and every 2-4 weeks in the winter. Maintain basic landscaping on site.
- Prepare rooms for use by any person or group. Ensure it is clean and set up specifically for that group before the scheduled time of meeting.
- Keep a log of all maintenance or repair needs and supervise facility team volunteers.
- Store and maintain supplies and tools in locations near the job to facilitate efficiency. Keep 'The Shed' organized and clean.
- Plan orders for paper products, cleaning supplies and tools in advance with your supervisor so that you always maintain stock and are prepared.
- Be available and in contact with office personal during the day. Agree to escort visitors, move packages, and unlock doors if asked by office personnel or church members if this does not adversely affect your ability to accomplish your daily tasks.
- Unlock doors, turn on A/C's and lights prior to scheduled meetings. Walk through campus, turning off lights, A/C's and locking doors daily, before leaving.
- Schedule workload to accommodate scheduled activities and maintain flexibility for last minute changes. Communicate with supervisor for clarification about any setup, or request that you have a question about.
- Be proactive and keep eyes open for special areas that might need special attention and plan to make time to take care of it.

Qualifications and Experience:

Demonstrate proficiency and experience in overseeing maintenance on a property. Be familiar with maintenance equipment, custodial appliances, cleaning chemicals and their safety, and garden tools and equipment.

Personal Attributes:

Maintain vital Christian faith. Display ability and desire to communicate courteously and work with supervisor, church staff, members, and visitors.

Working Relationships:

Ability to plan, organize, and work with little supervision. Accountable to the Facilities Director and in his absence, the Facilities Deacon. Comply with Trinity Personnel Policies. Complete performance evaluations and review with supervisor.

Compensation:

- The Facilities Supervisor employee is a part-time position initially involving 15 hours per week.
 - 5 hours per day / 3 days a week. \$18.00/hour
- Paid Time Off is as outlined in Trinity's Personnel Policies.
- Hours and compensation are to be reviewed on an annual basis.

Application:

Email your resume to Simon Dunn, Director of Worship, Young Adults & Facilities:
sdunn@trinitywellsprings.com