



Facilities Supervisor

Summary: The Facilities Supervisor oversees the regular maintenance, routine repairs, special projects, capital improvement projects, and long-term maintenance planning of the buildings and grounds owned by Waypoint Church.

Primary Responsibilities:

1. Oversee facility maintenance and repairs, including contacting and working with outside service providers when necessary.
2. Inspect campus regularly to identify facility maintenance issues.
3. Supervise the three staff members who regularly care for and maintain the church campus, including the general handyman, custodian, and sexton.
4. Oversee and schedule regular maintenance contractors, including gardeners, arborists, pest control and HVAC.
5. Help to coordinate capital improvement projects in conjunction with the Facilities Team.
6. Manage the Facilities Team budget.
7. Attend Facilities Team meetings (usually every 4-6 weeks).
8. Arrange for fire marshal inspections and maintain fire safety binder.
9. Keep current the facility vendor service provider list.
10. Other duties as assigned by the Pastor or Administrator of Finance and Operations.

Qualifications:

- Is committed to the mission of the church.
- Has an eager, helpful, and proactive attitude.
- Possesses great organizational skills, including attention to detail.
- Operates effectively in a team environment.
- Works efficiently.
- Receives supervision well and acts on directions in a timely way.
- Able to focus and stay within the scope of the job.
- Communicates well both verbally and in writing.
- Is proficient in Microsoft Word and Excel, and is able to quickly learn other basic software and simple technology.
- Understands and practices confidentiality.

Reports to: Pastor / Head of Staff, with coordination of certain aspects of the position overseen by the Administrator of Finance and Operations.

Hours: Beginning at five hours per week, generally either on Tuesdays, Wednesdays, and/or Thursdays.