

Newnan First United Methodist Church

33 Greenville St.

Newnan, GA 30263

Job Description

Job Title: Building Superintendent

Accountable: Finance & Business Director

Position Status: Full-Time

Job Requirements & Skills:

- Knowledge of basic HVAC & mechanical functions of large non-residential building
- Organizational/planning skills & ability to work with other employees and volunteers
- Ability to communicate knowledgeably with contractors for facility needs
- Regular & timely attendance during stated or negotiated hours
- Good communication skills in working with staff/volunteers
- Ability to lift minimum of 50 lbs and to have complete mobility in building and ground activities

Job Responsibilities & Duties:

- Work in cooperation with Trustees Committee, Buildings and Grounds committee, and Finance & Business Director concerning ongoing maintenance work and needs on campus
 - As needed, assist in communication of campus projects with external contractors/crews for the work that has been contracted to be performed
 - Provide regular updates to Finance & Business Director, including weekly needs meetings and issue escalation
- Assist custodians performing daily/weekly cleaning functions of buildings
- Keep buildings clean, attractive, and well-maintained inside and out.
 - Implement a system for comprehensive interior and exterior facility maintenance, including groundskeeping, parking lots, and landscaping
 - Maintain interior/exterior lighting on campus; periodically check timers and automated lighting systems/devices
 - Manage a recurring cleaning schedule for all surfaces (windows, walls, floors, etc.) with interior and exterior detailing (buffing/waxing)
 - Coordinate with trustees to manage on-campus vendor services
 - Schedule safety equipment servicing (extinguishers, suppression units, etc.)
 - Daily proactive management/monitoring of HVAC systems & building temperatures
- Perform minor repairs, regular maintenance activities which do not require outside contractors
- Maintain files, records, and inventory on equipment, tools, purchases, and repairs
- Set-up and take down chairs/tables as needed for classes and meetings, including special events (i.e. weddings, funerals, etc.)
- Make sure doors are locked in accordance with regularly scheduled and special events utilizing church calendar
- Perform quarterly (or as-needed) change of access codes and monitor working status of equipment
- Basic knowledge of MS Office, Google Suite, and Windows
- Perform other duties as assigned or needed by staff and/or church members