



JOB DESCRIPTION FOR:

Maintenance Department Supervisor

Reports to: Senior Executive Pastor/CEO

Employment Status: Full-Time (FLSA non-exempt); at-will

PRINCIPAL FUNCTION:

The Maintenance Department Supervisor is a person who wholeheartedly supports the mission, values, marks, and vision of North Hills. The person is responsible for supervising Maintenance Department personnel and works with the Senior Executive Pastor to ensure buildings and grounds are safe and well maintained.

RESPONSIBILITIES:

Supervision:

- Train, supervise, and evaluate Maintenance Department personnel.
 - Assign job duties in collaboration with the Senior Executive Pastor
 - Conduct annual evaluations of Maintenance Department personnel

Facilities:

- Work alongside Maintenance Department personnel.
- Responsible for buildings and grounds being cleaned and maintained in an efficient, cost-effective manner.
- Order maintenance and custodial supplies and materials as needed.
- Execute instructions provided by the North Hills Administrative Assistant to ensure buildings and grounds are sufficiently prepared (set-up, cleaning, and other needs) for all ministries and organizational events.
- Monitor and update the Google Request forms for maintenance and custodial requests daily. Archive a monthly record of requests.
- Schedule and coordinate Maintenance Department-related vendors who come on campus and oversee repair/remodel projects.
- Initiate and negotiate bids and contracts in collaboration with the Management Team.
 - The Maintenance Department Supervisor does not have the authority to sign bids and contracts
- Implement and direct security policies and procedures established by the Management Team.
 - Review security footage as needed
 - Manage alarm pads
- Serve as one of the Emergency Notification personnel for the See Something, Say Something (Lockdown Procedures); including participation in monthly drills, and Emergency Preparedness.
- Purchase new keys as needed.
- Serve as the liaison to city agencies regarding property inspections or issues.
- Interface with owners of neighboring properties to maintain good relations.
- Work with the contracted custodial service.
- Research facility purchases both online and at local vendors before making purchases.

Human Resources:

- Complete, approve, and submit Work Record Forms for Maintenance Department personnel to the Business Office.

Finance:

- Manage and monitor facility expenses and submit Purchase Authorization Forms within the approved budget.

ESSENTIAL FUNCTIONS:

A qualified individual must be able to perform the following essential functions that are check-marked with or without reasonable accommodation:

Function	Sedentary (minimum)	√	Semi-Sedentary	√	Moderate	√	Maximum Difficulty	√
Lifting	0-10 lbs.		10-20 lbs.		20-50 lbs.		50+ lbs.	√
Pushing/pulling	0-20 lbs.		20-40 lbs.		40-60 lbs.		60+ lbs.	√
Sitting	5+ hrs.		3-5 hrs.		1-3 hrs.	√	1 hr. or less	
Standing	1 hr. or less		1-3 hrs.		3-5 hrs.		5 hrs. or more	√
Crawling- Stooping- Kneeling	1 hr. or less		1-3 hrs.	√	3-5 hrs.		5 hrs. or more	
Vision-viewing (Computer screen, reading, etc.).	5+ hrs.		3-5 hrs.		1-3 hrs.		1 hr. or less	√
Keyboarding	5+ hrs.		3-5 hrs.		1-3 hrs.		1 hr. or less	√

MINIMUM QUALIFICATIONS:

Education:

- High-School Diploma or equivalent; BA from accredited college preferred.

Skills, Knowledge, and Abilities:

- Ability to:
 - Supervise, train, and evaluate staff
 - Communicate effectively both verbally and in writing
 - Establish and maintain healthy, cooperative relationships with staff members and volunteers
 - Multi-task and prioritize
 - Proactively work with others to obtain information and meet deadlines
 - Work in a fast-paced environment
- Knowledge of:
 - Building maintenance and/or construction including the use of needed equipment
 - Available resources for grounds and custodial needs
- Technology:
 - Experience using Microsoft Office, spreadsheets preferred
 - Experience using Google preferred