



RICHMOND ALLIANCE CHURCH

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FACILITY AND MAINTENANCE SUPERVISOR

Job Description

Job Details:

The person in this position, while working in conjunction with the Facilities and Maintenance Council, reports to the Church Administrator. Primary responsibilities include:

- Works 24 hours per week. Some of these hours are regular, but flexibility is required for “on call” situations.
- Manages a systematic maintenance program for the facility and property.
- Performs regular maintenance and repair of the facility and property.
- Tenders work to trade contractors. Negotiates, awards, and oversees contracts for the maintenance needs of the facility and property.
- Ensures security and safety measures are functioning and met.
- Orders supplies needed for building operation - regular (eg. paper towels and toilet paper rolls) and irregular (eg. signage, lighting).
- Manages keys (in cooperation with the Administrator): distributes to renters; has new keys cut.
- Communicates with the janitor as needed.
- Assists with cleaning duties during peak usage.
- Sets up furniture as needed.
- Conducts safety inspections and performs corrective action as required.
- Responds to facility emergencies and alarm call-outs.
- Develops an annual facilities operating budget, and a report for the Annual General Meeting.
- Develops and maintains a filing system for records related to maintenance, trade contacts, schedules, work plans, reports, and forms.

Requirements:

- Experienced and knowledgeable in building management and maintenance processes.
- Hard working, reliable, and trustworthy.
- Able to think and act quickly to solve problems.
- Possesses good organization skills.
- Handy with tools and able to perform minor building, electrical, plumbing and mechanical repairs.
- Possesses strong verbal and written communication skills.
- Customer oriented, dealing with people in a positive, courteous and respectful manner.
- Able to work as part of a team.
- Proactive, takes initiative, and works independently with little supervision.
- Able to lift up to 50 lbs.
- Criminal records check clearance is mandatory.
- Fully devoted to Jesus Christ and His church.