

Job Description Facilities Supervisor

Reports to: Senior Director, Facilities
FLSA status: Salaried (exempt)
Hours per week: 40 hours, Full-time
Campus: Viera

This position supports the day-to-day operations, including buildings, premises and any equipment located on the property.

Win, Disciple, Send: *For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes...*Romans 1:16

Job Requirements:

- Supervise a staff of employees in the upkeep of buildings and grounds ensuring safe, clean and proper order of the facilities.
- Accountable for scheduling, productivity and management of the facility team
- Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. (*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.* Colossians 3:23 - Perform duties to the best of your ability, maintaining an eternal perspective)
- Oversee building repairs such as plumbing, electrical, carpentry, painting and arrange for outside repair services when necessary
- May oversee contractors for campus facility renovation projects entailing HVAC, electrical, production floor arrangement, etc.
- Manage all keys to the facilities: maintain a master of each key and issue new keys when needed
- Oversee the set-up/teardown of rooms and equipment relating to church and individual ministry events
- Maintain work requests and maintenance records
- Ability to work at both campuses, if required
- Other duties as assigned by Sr. Director of Facilities or Campus Pastor (*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters...* Colossians 3:23)

Skills:

- Requires a minimum of 3 years facility maintenance or related experience, including experience with EMS and previous supervisory experience
- Troubleshoot electrical malfunctions and read wiring schematics
- Must not have a fear of heights for required climbing
- Must be able to lift heavy objects correctly (35lbs or more require team lifting)
- Must be able to read and follow basic instruction manuals and operate machinery after a period of training
- Manage time and schedules well and consistently meet deadlines
- Able to multi-task and be flexible

- Good verbal and written communication skills
- Know and effectively use Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
- Self-starting – can work with little supervision or direction
- Proficiency in navigating internet
- Good organizational skills

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Participation in our church body for at least 1 year
- Mature, ongoing relationship with Christ and regularly attend church services
- A dependable team player who understands unity and works well with people at all levels of the organization (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- Must be a spiritual leader of the team, setting the example for others to follow
- Ability to set boundaries to limit non work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information
- Maintain a flexible spirit in order to change task quickly at the supervisor's discretion
- Ability to work overtime when required

I have read the above job description. I understand that I am responsible for the requirements as outlined above and that this position may also include other duties.

Employee Name

Date

Employee Signature

Administrator Authorization