

JOB DESCRIPTION FOR BUILDING SUPERINTENDENT
Salem United Methodist Church, Cedar Rapids

The primary purpose of this position is to care for all buildings and grounds owned by Salem United Methodist Church, in keeping with the needs and wishes of the congregation, Leadership Board, and Pastor. This is a part-time position. The Building Superintendent reports to the Pastor.

RESPONSIBILITIES:

- Buildings (including all outbuildings) and grounds of the 33rd Avenue complex are to be kept in a clean and neat condition. Routine periodic cleaning tasks are to be carried out per instruction from the Pastor.
- Open, close, and set up for events.
- Check the building regularly for things that need repair and see to repairs. Change light bulbs as needed.
- Purchase supplies (toilet paper, paper towels, Kleenex, light bulbs, cleaning supplies, hand soap, etc.) from approved vendors.
- Minor/routine repairs and maintenance, both interior and exterior, are the responsibility of the Building Superintendent. These include but are not limited to electrical, plumbing, mechanical, lawn care, and general carpentry items. Use approved list of vendors, when necessary.
- Carry out and oversee a preventative maintenance program throughout the 33rd Avenue complex.
- Conduct periodic inspections of all buildings and grounds at a frequency determined by the Pastor.
- Ensure that all building garbage and recyclables are placed for pick-up at the appropriate times and days.
- Complete a periodic check of the 33rd Avenue security system, at a frequency determined by the Pastor.
- Maintain all required inspection logs, including the fire protection system and elevator, in accordance with federal, state, and city regulations.
- Supervise any additional maintenance and housekeeping staff that is utilized by Salem United Methodist Church.
- Recommend non-routine maintenance requests to the Leadership Council and/or Pastor on an as-needed basis.
- Report to the Pastor and/or Trustees/Leadership Board the overall status of all Salem buildings and grounds and a list of areas of concern.
- Complete any required winterization activities of the 33rd Avenue Complex on an annual basis.
- Respond to alarm calls and emergency calls; physically go to the building if necessary to meet with police or shut off the alarm. It's helpful to know what is going on in the building when determining if there is an event or intruder.
- Oversee lawn care and snow removal for the 33rd Avenue complex.
- Care for members and non-members as needed while on church property.
- Receive persons in need who come to the church for assistance while on church property.
- Maintain confidentiality with and for all persons.
- Maintain healthy environment at church with self and others (no gossip, speaking behind someone's back, complaining, grumbling, speaking negatively, etc.), encouraging face-to-face conversations for important issues.

TERMS OF EMPLOYMENT: Works as needed 1-10 hours a week year-round at \$13 per hour, with time off as arranged with the Pastor. Compensation is paid bi-weekly (26 times a year). There are occasional fluctuations in the schedule with the approval of the Pastor to provide flexibility for the needs of the church and Building Superintendent. In general, staff members must have approval to be gone during holy days (Christmas, Ash Wednesday, Holy Week, etc.). The church is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Paid vacation, overtime pay, medical/other fringe benefits, and pension/other retirement compensation are not included.

QUALIFICATIONS:

- A follower of Jesus who loves God and loves others.
- Desire to serve at Salem Church and be an engaging member of the staff team.
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise (D.R.I.V.E.)
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church
- Desire to serve the Lord through the proactive and reactive maintenance of all Salem Church property.
- Experienced at electrical, plumbing, mechanical, lawn care, and general carpentry work.
- Self-starter able to operate independently without supervision.
- Strong organizational and leadership abilities.
- Ability to communicate and listen well.
- High level of relationship skills, including exercising compassion, grace, tact, and diplomacy.

JOB EVALUATION: The Building Superintendent will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.