

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.50  
Subject Building Superintendent  
Effective Date 08/14/03  
Revised 05/21/08  
Committee Personnel

Organization/Church Employees/Building Superintendent

Reports to Pastor

Position Summary

The Building Superintendent. performs, oversees and supervises all aspects of cleaning and maintenance of church properties in a safe and effective manner. Supervises assistant sextons and contract workers. Requires weekend and evening work, irregular hours, knowledge of emergency procedures and response to emergencies, frequent lifting and standing, responsibility for building security, work with machinery, good people skills, ability to absorb directions and comment from many sources with patience and good will.

Principal Accountabilities

1. Maintains building safety and security. Keeps public areas clean and free of non-essential items, hazardous materials and conditions. Opens and closes building as needed.
2. Removes anyone not belonging in the building or calls police to do the same.
3. Supervises, trains, and establishes work assignments for asst. sextons
4. Provides grounds maintenance for church properties
5. Sets up facilities for services, weddings, funerals, special events, as needed or requested by staff
6. Keeps building clean, inside and out, and coordinates work of others doing the same. Organizes volunteers to help with cleaning and maintenance.
7. Arranges for contract help along with property committee, and verifies work done
8. Performs minor repairs and maintains files on building equipment, plumbing, wiring, etc.
9. Maintains cost effective inventory of supplies within budget guidelines. Submits billing and verification to office manager. Verifies receipt and condition of supplies.
10. Attends staff and planning sessions, property committee meetings.
11. Arranges for substitute help when away.

Qualifications

1. Works well with a variety of people.
2. Three or more years supervisory and maintenance experience in similar facility
3. Ability to prioritize and organize time.
4. Ability to maintain confidentiality
5. Experience with boilers preferred.