

Overlake Christian Church Job Description

Job Title: Facility Supervisor – 2nd Shift
Department: Facilities Support Staff
Reports to: Facilities Director
Supervised by: Facilities Director
FLSA Status: Exempt
Prepared Date: October 28, 2009

SUMMARY

Provide maintenance support to the staff and ministries of Overlake Christian Church (OCC). Under the direction of the Facilities Director, will take a leadership role with the team of facility technicians. Responsible for managing complex work to maintain the infrastructure of the building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Position will have varied tasks depending upon need and is not limited to the following:

- Ensure that a high standard of maintenance and general repairs to building infrastructure is adhered to
- Understand and operate within an organized preventative maintenance scheme to maximize the performance and safety of infrastructure
- Inspect building facilities to identify building maintenance needs; report to Facilities Director the identified needs
- Plan, organize, supervise and review the facility technicians' work for infrastructure maintenance
- Inform the Facilities Director of progress, delays and any problems that occur during maintenance, repairs or anything affecting the infrastructure
- Train facility maintenance staff in use of tools, equipment, procedures as needed
- Process facility and event scheduling, including HVAC and lighting set up and updating of action board
- Prepare and conduct performance evaluations for direct reports
- Assist Facilities Director in the determination of staffing needs and interview of candidates for hiring
- Assist in the preparation of budget estimates, make recommendations to Facilities Director as needed
- Maintain a detailed knowledge of OSHA health and safety policy and procedures, ensuring these are followed during the course of any work
- Ensure that all equipment, tools and materials used during maintenance functions are suitable, safe and in accordance with relevant standards
- Update building plans as needed
- Responsible for inventory and ordering of all facility supplies; verify orders on delivery and route packing slips appropriately
- Keep appropriate records of maintenance and work reports submitted by facility technicians
- Receive and respond to calls regarding equipment repair, building emergencies, fire control system management, and natural disasters
- Promote team spirit and resolve conflicts with facility staff as needed
- Maintain current CPR and AED certification as required by law or policy
- Perform related duties as requested

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience—Minimum High School graduate or GED equivalent, some college desired. Requires a minimum of four-years, full-time or equivalent experience, increasingly responsible experience performing building infrastructure maintenance and experience as lead technician. Requires specialization in three or more areas which may include a technical school diploma, licensing, or certification.

Abilities—Able to lead and give clear directions to others both orally and in writing; maintain a good working relationship with subordinates, management and the public; be discerning, caring, and have a desire to serve the Lord. Able to multi-task and work well with multiple people and projects in a systematic, quick, and organized way.

Reasoning Abilities—Able to evaluate and prioritize infrastructure maintenance and repair needs as they arise; discern potentially dangerous situations affecting building and personnel; effectively communicate orally and through written documents

Computer Skills—Skilled in MS Outlook, MS Word, MS Excel, AutoCAD, IBEX with the ability to learn other software tools as needed

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires extended periods of time standing, walking, squatting, bending, lifting, pushing, climbing and various other actions as they pertain to the position. Heavy lifting requires the use of the "buddy system" whereby two or more employees handle heavier items. Must be able to lift up to 40 lbs. independently. Must be flexible with an ever-changing environment.

WORK ENVIRONMENT

The work environment is a typical building environment. There are times that you will receive interruptions and/or numerous radio calls, additional projects when you least expect it, but can be very structured with the right individual. Each position on our staff needs to be an encouragement to those around use in order for the work we are called here to do to be successful. Some level of risk may be present and usually is minimized or eliminated by following proper procedures and wearing prescribed safety equipment when applicable.

MEMBER OF OVERLAKE CHRISTIAN CHURCH

It is the church's desire that if you are not currently a member of Overlake that you be a member of the church in order to be considered for this position. Employment is also subject to adhering to a Christian standard of living in which a deviation of this standard may impact eligibility to be employed at OCC.

Work Schedule: Saturday and Sunday 6am – 4:30pm and Monday and Tuesday 12noon – 10:30pm (40 hours full time with benefits)

Looking for individual to commit to at least 3 – 5 years with Overlake. If in between jobs and looking for temporary position this is for you. Only qualified applicants will be considered.