



**JOB TITLE: Maintenance Supervisor**

**DEPARTMENT: Support Staff**

**CLASSIFICATION: Part-Time**

**PRINCIPAL FUNCTION:**

The Maintenance Supervisor is responsible to the Senior Pastor and/or the Church Financial Assistant for maintaining clean buildings and facilities and making minor repairs based on skills and abilities.

**RESPONSIBILITIES:**

1. Supervise facility staff and/or custodial contract workers to ensure the following:
  - Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows; vacuum carpets as scheduled.
  - Maintain clean restrooms; replenish tissues and towels; empty waste cans.
2. Pick up all bulletins and papers left in sanctuary each Monday.
3. Request cleaning supplies, maintenance supplies, and equipment as needed.
4. Clean kitchen floors and dining areas after special use. Clean walls as needed.
5. Operate heating and cooling equipment according to schedule and instructions.
6. Prepare baptistry for use as directed and clean following use.
7. Open building daily as scheduled/needed.
8. Check daily with church office staff daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets, and other special occasions; set up assembly and classroom areas for regular activities.
10. Make minor electrical, plumbing, and equipment repairs as requested.
11. Paint walls, furniture, and equipment as needed.
12. Oversee maintenance and upkeep of all church transportation.
13. Perform other duties as assigned.

**PHYSICAL DEMANDS:**

Work safely and supervise others to do the same at all levels of responsibility. Must possess the physical ability to meet the requirements of the job. Must be able to safely lift heavy objects, walk extensive distances, and work in a stooped position over a long period of time. Manual dexterity is essential.

**SPECIAL REQUIREMENTS:**

Must be willing to submit to, and pass, pre-employment and random drug testing at the will and expense of First Baptist Church of Leesburg. Must have a valid Georgia Class I driver's license and obtain CDL at church expense.

**SUPERVISION RECEIVED:**

Works closely with Senior Pastor and/or Church Financial Assistant and is responsible to the Church for all work performed.

**EDUCATION AND PREVIOUS EXPERIENCE REQUIRED:**

High school diploma or GED. Must be able to work from oral and written instructions. Six months maintenance and facilities experience is desirable, though not essential.