



MAINTENANCE SUPERVISOR

Full-time, exempt, 40 hours/week. Reports to the Director of Facilities.

Providence is searching for a Maintenance Supervisor ready and eager to use their skills in support of the church's mission. This position works to keep the church running smoothly by maintaining and improving current systems of the interior and exterior of Providence. Position will provide oversight on budget, maintenance staff, and subcontractors as well perform general repairs as needed.

Job Responsibilities

- Ensures quality of work of all maintenance activities including oversight and management of all subcontracted services
- Oversee and perform repairs as well as maintain church buildings and property
- Maintain preventive maintenance program for the building and HVAC equipment
- Coordinate activities related to improvement needs with the Director of Facilities
- Provide oversight, direction, and annual evaluations to the maintenance staff
- Assist with the general security and security system of the facility
- Recommend an annual plan and budget to the Director of Facilities
- Maintain church parking lots in a clean and orderly manner, including layout and striping, signage, preventive maintenance, snow removal, and handicapped, senior citizen, and guest accommodations
- Schedule with the Facility Coordinator regarding maintenance repairs
- Assist with on-call duties
- Perform other duties as assigned

Qualifications & Requirements

- Agree with Providence's Statement of Faith
- Testify to a personal faith in Jesus Christ
- Desire to plug into community at Providence
- Willingness to work some evenings, weekends, and holidays
- Able to have fun and collaborate in a task-oriented and fast-paced environment
- Have experience using PC's and the ability to learn new software quickly
- Ministry experience is a plus

Apply

Email your resume to Matt Bost at matt.bost@pray.org.