

Position Title: Facilities Superintendent
Position Type: FT/Salaried/Exempt
Ministry/Team(s): Operations Ministry
Reports to: Operations Pastor



Job Summary:

The Facilities Superintendent allows all ministries of Journey to fulfill the calling of God by maintaining an environment of excellence utilizing all of the facilities and equipment to the Glory of God.

Duties & Responsibilities:

- Maintain Journey Church buildings, logistics, equipment, and physical systems
- Manage and maintain facilities budget, records, maintenance schedules, and vendor relationships.
- Coordinate maintenance for property including grounds, exterior and interior of all buildings & facilities in all seasons.
- Equip and resource teams of capable volunteers to serve church facility needs and practical helps ministry.
- Ambassador who communicates effectively as a point of contact representing Journey facilities.
- Performs weekly or as-needed building maintenance on systems including: fire suppression pump, water chlorination, alarm system, snow removal, septic system, well pump(s), etc.
- Maintains exterior of building, parking lots, walkways, etc. for safe access in all seasons.
- Maintain accurate records of the condition of equipment and other building systems
- Create and maintain schedule of regular evaluation of facility
- Manage and direct preventative maintenance work for facility team
- Schedule all building maintenance, landscape, and grounds maintenance. Follow up with contractors to ensure work is completed properly to standards and timely.
- Direct contact with outside vendors and/or staff members in case of an emergency such as fire, water damage, etc
- Provides oversight and management of janitorial crew ensuring facility is cleaned and ready for all events.
- Trains and develops volunteer ministry serve team for church facility needs and practical helps ministry.
- Ensures all classrooms, auditorium, and ministry spaces are set up for weekly needs. Maintains and organizes inventory of all tables, chairs, and facility use items and resources.
- Meets consistently and/or as requested with Operations team for ministry planning, coaching and developing

Position Title: Facilities Superintendent
Position Type: Full Time/Salaried/Exempt

Ministry: Operations Ministry
Reports To: Operations Pastor
Updated: March 2024

- Attends weekly Team meetings and any other staff meetings as requested.
- Performs other duties as assigned.

Supervisory Responsibilities:

- Maintenance paid team members.
- Volunteer Serve Team leaders and members.

Experience & Education Required:

- Strong Christian character as described in 1st Timothy 3:2-7
- Excellent verbal and interpersonal and “people” skills.
- Have knowledge of construction and maintenance with relevant certifications.
- Proven track record of effective time management
- Ability to work with a team to plan and execute large events and environments.
- Willingness to put yourself out there, ask for help, reach out, etc.
- Excellent organization and multi-tasking skills. Reliable, trustworthy, and excellent at following through on details.

Physical Requirements:

- Potential for consistently lifting up to 50 pounds and climbing a ladder.
- Regular bending, walking, reaching, and squatting
- Physical dexterity to use household tools on a regular basis

Ministerial Requirements and Core values:

- Personal deep love for God and dedication to the church's mission.
- Regularly prays for the church community and exemplifies spiritual vitality.
- Supports and upholds the mission of Journey Church.
- Demonstrates a servant's attitude and dedication to God's calling.

Signatures - This job description has been approved by:

Employee: _____

Date: _____

Supervisor: _____

Date: _____