

St. Stephen Presbyterian Church  
[www.ststephenpresbyterian.com](http://www.ststephenpresbyterian.com)  
2700 McPherson Ave.  
Fort Worth, TX 76109

### **Job Description**

Title: Facility Superintendent  
Reports To: Senior Pastor  
Effective: March 1, 2019  
Supervises: Contract personnel performing building and grounds custodial services  
FLSA: Full-time with possible overtime, Non-Exempt

Compensation: Hourly wage rate of \$15/hr with:  
Flexible medical, dental and retirement benefits plan  
Special event compensation possible

### **Job Summary**

Perform and oversee maintenance and upkeep on a two-building church facility with associated equipment and 6 acres of grounds. Prepare sanctuary and education building to host multiple weekly church services and other associated meetings and activities. Job requires Sunday and, at times, Saturday and evening work.

### **Qualifications and Requirements:**

- Background and drug checks required
- General knowledge of and ability to perform basic facility maintenance functions such as painting, carpentry, plumbing, electrical, etc.
- Ability to operate HVAC equipment
- Ability to accomplish routine equipment maintenance
- Ability to perform moderate lifting and carrying (approximately 60 pounds) furniture moving activities, pushing dumpster, etc.
- Sufficient strength and mobility needed to survey the facility on a frequent daily basis to identify potential problems, including stairs, ladders and scaffolds
- Ability to organize and adjust work schedules
- Able to work with a variable work schedule, depending on the season and events on the church calendar
- Ability to comfortably interact with church staff as well as congregation members of all ages and others using church facilities (cheerful, welcoming attitude, ability to tolerate frustration, seek advice, etc.)
- Oversee vendors and contractors

**Essential Functions:**

- Conduct scheduled daily, weekly, monthly and annual facility maintenance and cleaning functions
- Accomplish routine equipment maintenance operations
- Report significant facility, equipment and grounds maintenance problems to appropriate personnel
- Oversee contractors performing recurring building and grounds maintenance and custodial functions as well as contractors brought in for specific maintenance/repair activities
- Operate the HVAC system according to checklists and the church calendar
- Set up the Sanctuary, Parish Hall and classrooms for scheduled activities to include proper placement of associated liturgical elements such as communion tables, place flower arrangements, light candles, offering plates, baptistry, etc.
- Set up Sanctuary, Parish Hall and classrooms for special events such as weddings, funerals and other community/church events as directed
- Track and order necessary supplies through the appropriate administrative personnel
- Give assistance to all members and organizations using the church kitchen
- Ensure the kitchen is kept clean at all times
- Perform grounds responsibilities such as picking up trash, cleaning entryways and salting icy walkways
- Coordinate time-off and vacations with church activities
- Collaborate with staff to ensure safe and secure campus and buildings

**Other**

St. Stephen Presbyterian Church is an equal opportunity employer and does not discriminate against any person on the basis of sex, age, race, color, religion, marital status, veteran's status, national or ethnic origin, sexual orientation, or any other status or condition protected by law.

**Respondents:**

Cover letter and resume need to be received at church office no later than Friday, February 22, 2019.

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Or email: [admin@ststephenpresbyterian.com](mailto:admin@ststephenpresbyterian.com)