

Building Superintendent
First Congregational Church, UCC
19 Church Road, Shrewsbury MA 01545

Reports to: Senior Pastor

Collaborates with: Building & Grounds, Keepers, Building Use Coordinator and other FCC staff

Position Status: 20 hours per week, exempt, generally weekday hours, with some flexibility as negotiated with the Senior Pastor.

Job Overview: The Building Superintendent is responsible for assuring successful operation of the Church's building and grounds and is responsible for supervising the Church's facilities staff / contracted vendors.

Responsibilities and Duties:

1. Supervises Facilities Projects

- Works in collaboration with Building and Grounds and the Keepers to oversee facilities projects.
- Establishes and manages deadlines for projects, communicates progress to stakeholders, and verifies the quality and safety of the work
- Keeps accurate records/logs of expenses and maintenance.
- Organizes and maintains records and all documentation relevant to facilities specification, design and operations (e.g. Blueprints, System specifications, Permitting, Warranty, inspections/certifications, etc.)

2. Building Maintenance

- Keeps building properly maintained & in compliance with safety and inspection standards.
- Is responsible for overseeing building's cleanliness.
- Manages the space in the building so that it is used efficiently.

3. Grounds Maintenance

- Ensures grounds properly maintained.
- Oversees contracted grounds maintenance such as snow plowing, lawn and garden mowing and trimming, and spring and fall clean-up.

4. Supervises Church's Facilities Staff and /or Contractors

- Supervises the sextons who perform cleaning and maintenance tasks.
- If outside contractors provide cleaning services, oversees the contractual arrangements and performance of those contracts.
- Ensures the Church is properly prepared for occasional services such as weddings, memorials and funerals.

- Is responsible for ensuring the property is cleaned and readied for Sunday worship and special events which included but are not limited to: Christmas Eve Services, Spooktaular, Church Fair, Annual Meeting, and Easter Worship.

5. Coordinates building safety and functionality

- Works in collaboration with stakeholders to ensure proper functioning of the following systems:
 - Plumbing, Heating & AC
 - Electrical & Lighting
 - Structural Integrity
 - Sprinklers, Fire Extinguishers, Emergency lighting
 - Internet, Phone and other Technology
 - Elevator
 - Security & Alarm Systems
- Responsible for ensuring the church is in compliance with all local, state and federal safety requirements for the building including employee training, facility inspections, and security of the premises.

6. Occupant and Visitor Safety

- Ensures the safety of the Church's occupants and visitors.
- Stays abreast of disability access requirements.
- Ensures that emergency exits are visible and exit signs stay lit.
- Ensures emergency medical equipment (AED) and first aid kits are operational and stocked with current-dated supplies
- Verifies that posted maps and signs display the appropriate emergency information and evacuation procedures.
- Ensures that the facilities staff completely clean entrance ways and interior floors during the winter to keep occupants and visitors safe.
- Is aware of and fulfills responsibilities under the church's Personnel and Safe Church policies.

7. Operational Costs

- Searches for ways to cut costs while adequately maintaining the Church premises.
- Provides input in yearly Church operating budget as it relates to all expenditures relating to facilities (Church and Parsonage).
- Provides input and regular updates for current, pending and long-term capital budget needs relating to facilities.
- Keeps costs within budgeted amount throughout the year, making adjustments on an emergency basis.

8. Contracts with Vendors & long-term building users

- Obtains and compares bids from vendors for work on Church property (for example, for lawn care) to obtain maximum benefit for money being spent.

- Negotiates and reviews these contracts.
- Oversees contract performance.
- In conjunction with Building & Grounds and Budget and Finance committee members, coordinates contracts with long-term building users including room usage, special events and storage.
- Provides initial point of contact for cellphone antenna leases and ongoing maintenance

9. Participates in meetings and communications

- Functions as part of an overall staff team. Attends staff meetings.
- Attends committee and council meetings as required.
- Regular walk-through of the property including monthly observations with key committee members with attention to safety, security, and functionality. Submission of monthly reports with actions taken and areas to be addressed.
- Communicates regularly with Senior Pastor, congregants and others as needed.

Qualifications:

- Should have 5 to 10 years' experience in managing a large building or property, preferably at a Church or other nonprofit.
- Must have experience administering contracts.

Evaluation: Performance will be reviewed annually in consultation with the Senior Pastor and appropriate congregational representatives and is administered by the Personnel Ministry.

Requirements:

- Driver's license and means of transportation.
- All FCC Employees are CORI checked.

Working conditions:

- Sits, stands, bends, reaches and moves intermittently during work, lifting minimum of 50lbs
- Is subject to frequent interruptions.
- May work unusual shifts and is on call for building emergencies.
- Is exposed to slippery conditions, odors, outside weather conditions, etc.

Specific Skills:

- Possesses the ability to make independent decisions and act on them, when circumstances warrant.
- Is able to deal tactfully and cooperatively with staff, volunteers, members, guests, building users, vendors, contractors, service providers, and relevant government authorities.
- Has basic computer skills such as using budgeting and/or planning software, spreadsheets and email
- Possesses good written and verbal communication, budgeting, and project cost accounting skills
- Acts with integrity and respect, being sympathetic to this church's values

- Must be able to multi-task
- Attention to detail and ability to document projects and respond to deadlines

Inquiries can be sent to FCCSMsearch@gmail.com

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