

OAKHILLS

C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Building Maintenance Supervisor	Status:	Full-Time
Department:	Operations (Crownridge)	FLSA:	Exempt
Reports to:	Facilities Manager	Job Class:	7-Craft Worker
Direct Reports:	Maintenance Technicians	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Sunday - Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. Job Summary:

Maintains function and reliability of facility systems and associated equipment. Implementing a preventive maintenance program by overseeing operating systems and equipment; restoring, repairing, rebuilding or replacing faulty or inoperative components and parts; direct supervision of staff and independent contractors.

II. Primary Duties and Responsibilities:

1. Monitors preventive maintenance processes and programs. Schedules inspection for on-going review of maintenance work by external code enforcement agencies.
2. Ensure safety standards and procedures are followed; comply with legal codes and regulations as applicable.
3. Oversees of HVAC Systems and schedules. Performs preventive maintenance and/or schedules repair of heating, air-conditioning (AC) and ventilation systems.
4. Conducts preventive maintenance on automatic doors, elevators and other related systems.
5. Oversees work orders completed by staff and contractors such as licensed electricians, plumbers and HVAC.
6. Documents and maintains records on major machinery.
7. Selects, trains, develops, coaches and evaluates staff.
8. Conducts performance analysis on facility systems and associated equipment by studying performance results; identifying, recommending, and implementing changes. Collects and analyzes and reports on a variety of complex data information, including costs and usage.
9. Maintain records and history of major building construction and renovations.
10. Manage the maintenance annual budget; monitoring expenditures; identifying variances; implementing corrective actions.
11. Repairs and maintains electrical equipment and building fixtures; replaces burned or defective lamps and light bulbs; repairs door closures, ceiling tiles and floor tiles.
12. Oversight and coordination of assigned construction work including concrete flat work.
13. Performs plumbing maintenance and repair procedures.
14. Performs related duties and fulfills responsibilities as required.

III. Minimum Qualifications:

- High School Diploma or G.E.D Equivalent.
- Three (3) years of responsibility in mechanical supervisory experience.
- Electrical Maintenance Technician License is required within 90 days of hire.
- Valid Texas Driver's license is required.

IV. Required Knowledge and Abilities:

- Knowledge of practices and procedures in facilities maintenance, contract management, budgeting, procurement, project management, and preventive maintenance.
- Knowledge in applicable federal, state and local laws, rules, regulations, codes and or statutes.
- Knowledge of OSHA safety regulations.
- Knowledge of HVAC, fire alarm and fire sprinkler system.
- Knowledge of safe work practices, procedures and techniques.
- Ability to perform preventive maintenance and procedures on various building equipment such as air conditioning and light fixtures.
- Ability to operate vehicles including forklifts, mowers, golf carts, and other equipment.
- Ability to perform electrical, mechanical, plumbing, carpentry, irrigation and general building maintenance and repair procedures
- Ability to read and interpret constructions blueprints, specifications, drawings, maps, and/ or other related technical documents.
- Ability to prepare a variety of reports including statistical analysis
- Ability to communicate clearly and effectively through both verbal and written means.
- Knowledge of English grammar and vocabulary.
- Knowledge of computer office equipment and applications such as word and excel.
- Ability to work independently with limited supervision.
- Ability to lead and supervise.
- Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 30 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside mechanical rooms, mezzanine levels and roof with exposure tight spaces and outside elements.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.