



Facilities Team Supervisor

Full -Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for supervising all building attendants to ensure the buildings are presentable, serviceable, and prepared for each event and service.

DEPARTMENT

Operations

REPORTS TO

Director of Operations

DIRECT REPORTS

Building Attendants,
Facilities Team Lead

WORK WEEK

Sunday - Thursday

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Service Worker

MINISTER DESIGNATION

No

DRIVING REQUIRED

Yes

PRIMARY DUTIES AND RESPONSIBILITIES

1. Supervises facilities team day-to-day workload.
 - a. Creates a unified atmosphere in all communication and actions.
 - b. Manages team to ensure that all buildings are always clean and service ready.
 - c. Inspects and evaluates the buildings to ensure high cleanliness standards.
 - d. Conducts on-the-job training of staff.
 - e. Reviews event calendar to anticipate needs, scheduling requirements and prioritize workflow accordingly. Ensures all set ups/breakdowns are executed as such. Attends even planning meetings as needed.
 - f. Maintains open lines of communication between Building Maintenance Manager, Facilities Team Lead, Operations Assistant (Plant), and Building Attendants.
 - g. Plans and executes a deep cleaning schedule as event needs permit.
 - h. Leads or attends meetings as required.
 - i. Prepares for all inspections by governing agencies in reference to the health and welfare of the facility (i.e., pre-school, commercial kitchen and all food prep areas).
2. Manages administrative responsibilities to include but not limited to:
 - a. Maintains, organizes, and controls inventory supplies. Submits orders to Operations Assistant (Plant).
 - b. Ensures all repair needs and maintenance requests are submitted in a timely manner via the work order management system.
 - c. Creates team schedule on a weekly basis.
 - d. Recruits, selects, trains, develops, coaches and evaluates staff.
3. Performs duties and responsibilities of Building Attendant as needed:
4. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. High School Diploma or General Educational Development (GED) equivalent.
2. Bilingual speaking ability preferred (English/Spanish).
3. Two (2) years lead supervisory experience in labor, maintenance or related field.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

KNOWLEDGE AND ABILITIES

1. Knowledge of cleaning materials, methods, equipment and procedures.
2. Knowledge of basic use and maintenance of cleaning equipment.
3. Knowledge of Word, Excel and similar software programs.
4. Ability to train, develop and manage personnel staff.
5. Ability to work in a faced-paced environment with frequent interruptions.
6. Ability to work with occasional flexibility in schedule and provide coverage as needed.
7. Ability to understand and follow oral and written instructions.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to establish and maintain effective working relationships with staff, members and ministry volunteers.
10. Ability to build and promote a team culture through relational collaboration and motivating team members.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Constantly lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate radio communication devises and basic office equipment. Constantly required to stand, walk, push, pull, bend, squat, kneel, lift from floor, and use hand and finger dexterity. Frequently required to reach above and below shoulder level, lift bulky items, and climb stairs. Occasionally an employee will be required to balance and climb ladders. Working conditions are primarily inside an office environment. Work schedule may vary depending on needs.

REVISED: MAY 2023