

# Carmel United Methodist Church

## Job Description

Position Title	Building Superintendent
Date	August 2025
Hours/Week	Full-Time / Part-Time
Position reports to / Supervised by	Church Administrator & Trustees Chairperson(s)

### POSITION SUMMARY

- Responsible for scheduling and supervising the timely maintenance or repairs for building and grounds - tracking work orders and invoices.
- Lead the planning, coordination, and supervision of the CUMC maintenance team in all building and grounds operations.
- Apply general contractor expertise to manage capital campaign projects (2025-2028), coordinate renovation efforts, oversee subcontractors, and ensure all work is completed on schedule and within budget.
- Collaborate with the Building Trustees during monthly meetings to review the capital campaign project list, assess needs, evaluate quotes, and secure funding approval.
- Exercise responsible stewardship by promptly approving justified expenses and regularly reviewing monthly financial reports to ensure building, grounds, and utility costs remain within the approved budget.
- Develop trusted relationships with contractors for HVAC, plumbing, refrigerators, electrical, fire/security, elevator, and carpentry.
- Create multi-year forecasts for capital campaign project needs related to the replacement and renovation of church facilities and equipment.
- Carry out independent tasks as assigned, in coordination with the Church Administrator.
- Monitor utility expenses and identify ways to reduce consumption.
- Delegate the procurement of custodial supplies while retaining authority to approve all related expenses.

### PRINCIPAL ESSENTIAL ACCOUNTABILITIES

- Serve as the general contractor for capital campaign projects by interpreting construction plans, coordinating with vendors, negotiating pricing, managing project schedules, and ensuring deadlines are met.
- Implement inventory of all maintenance equipment, tools and supplies and coordinate routine maintenance of equipment, fixtures of the church building and grounds.
- Monitor warranty coverage of all church owned resources and arrange service as needed.

- Ensure compliance by overseeing fire, safety code, security, and elevator inspections.
- Manage and maintain up-to-date Material Safety Data Sheets (MSDS) records for the church.
- Obtain and evaluate bids from at least three companies for all projects anticipated to cost \$1,000 or more, and summarize the responses.
- Provide maintenance team with clear instructions by prioritizing and assigning cleaning and maintenance schedules.
- Coordinate work with all contractors involved in church building projects, providing assistance as needed.
- Oversee the building and grounds request process, including acknowledging requests, providing estimated completion timelines, and conducting final follow-ups.
- Purchase all materials necessary to maintain cleanliness and operation of the building, while adhering to budget constraints.
- Participate in all necessary staff meetings as appropriate.
- Communicate regularly with staff, preschool leadership, senior pastor, and trustees
- Operates light equipment for snow removal, general grounds maintenance, and building repairs.
- Outsource parking lot snowplowing and salting services while monitoring adherence to the annual budget allocation.

## KNOWLEDGE, SKILLS, ABILITIES AND COMMUNICATIONS

A. Specific Technical Knowledge	<p>Proficient in Microsoft Office (Excel, Word, and Publisher) and Google (email).</p> <p>Adhere to Building Trustees' guidelines for capital campaign project decisions, including issuing RFPs (Request for Proposal) and awarding contracts.</p> <p>Systematically log all major church assets into MaintainX—the church's legacy asset management system—documenting installation dates, warranties, and repairs. Initiate corresponding work orders for routine maintenance, repairs, and replacements, and ensure work orders are tracked through completion with final costs recorded.</p> <p>Serve as administrator for the Brivo Access Management System, managing door schedules and user access cards, as well as programming WiFi connected smart thermostat systems.</p> <p>Working knowledge of light equipment and tools associated with church maintenance (i.e. hand power tools).</p>
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B. Self-Management	Works autonomously—independent decisions made based on previous written or oral guidance and job experience.
C. Leadership	Builds and maintains a trusted relationship with Building Trustees and Administrative staff.  Supervises, schedules and coordinates work of maintenance team and contracted maintenance employees.
D. Educational Requirements/Experience	College or High School graduate/technical education  Education and experience with HVAC systems is a plus; coordinates necessary repairs and replacements with external HVAC contractors. HVAC represents CUMC's largest energy-consuming and costliest asset.  Five years of proven supervisory experience, as well as job experience handling repairs and working with power tools.  Background in budget creation and financial oversight.
E. Communications	Work in partnership with the Church Administrator to address maintenance needs of the church building and grounds, ensuring tasks are completed within established timelines.  Collaborates closely with Building Trustees to identify and prioritize capital campaign needs.

## VI. ADDITIONAL REQUIREMENTS

- May require availability during early mornings, nights, or weekends, including occasional on-call responsibilities, depending on operational needs.
- Occasionally involves working outdoors with the CUMC maintenance team to remove snow and ice from sidewalks, which may include early morning hours and/or nights and weekends.