



**Position:** Buildings and Grounds Supervisor  
**Reports to:** Operations Director  
**Status:** Non-Exempt  
**Last Revised:** February 2024

## Overview

The Buildings and Grounds Supervisor performs administrative and supervisory duties relating to the structural, mechanical and physical maintenance of the LifePoint facility. Working with contractors when needed, this individual will plan, organize and direct all undertakings to ensure compliance with various laws, regulations and operations.

## Key Responsibilities

### Facilities Management

- Develop and implement a process for work projects that need to be completed
- Process, approve and schedule all requests for maintenance, repair or custodial service
- Supervise the daily upkeep of facilities and grounds
- Develop and implement plans for preventative maintenance and repair
- Secure bids for outside contracted services for building improvements, maintenance or repair
- Coordinate scheduling of contracted services
- Supervise custodial staff and maintain schedules, work assignments and responsibilities
- Assist in the supervision and inspection of all facilities construction, renovation and repair projects including fire and insurance inspections
- Maintain and update a list of capital improvements
- Estimate supply, equipment and project needs annually
- Develop and submit annual budget; oversee annual budget spending
- Follow all safety procedures and use proper safety equipment in the performance of all duties
- Complete all necessary records and reports in a timely manner
- Recruit and develop a Buildings Emergency Response team of volunteers

## Qualifications and Required Skills

- A heart for the local church, a growing relationship with Jesus Christ and a passion to influence others to find and follow Jesus
- Previous experience in buildings and grounds management
- Bachelor's degree, preferred
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects
- Takes appropriate action when something needs to be done
- Displays focus, passion and initiative
- Organized, creative thinker and highly productive, working in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- Excellent written and oral communication skills