**CHURCH OF THE SAVIOUR UNITED METHODIST**

**Job Description**

**Position: Building Administrator**

**Part-Time Hourly Position**

**Accountable to: Executive Director**

**Job Summary:** This position is responsible for coordinating building maintenance, repairs and inspections. Works in concert with COS Trustees on building projects and improvements.

**Spiritual Requirements:**

* Be a committed follower and believer of Jesus Christ, seeking to love, grow, and serve God.
* Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
* Commitment to personal spiritual growth and healthy lifestyle.
* Considers this position a ministry, not a job.
* Practices healthy relational boundaries and fiscal integrity.

**Job Responsibilities:**

* Coordinate building maintenance – Schedule, and provide onsite support & follow-up for maintenance such as cleaning, landscaping, exterminating, carpet cleaning, snow removal, HVAC, etc.
* Coordinate ongoing building repairs such as plumbing, electrical, doors, HVAC, kitchen appliances, etc.
* Perform basic maintenance activities
* Maintain QR code reporting process to report maintenance issues and track status.
* Maintain building documentation (contracts, drawings, maintenance records, inspections).
* Coordinate annual and biannual inspections and follow up of building mechanicals such as fire controls, boiler, AED, insurance, lift, etc.).
* Order supplies for janitorial, building, and kitchen. Maintain QR Code system for reporting supply needs.
* Review and approve all building and utility invoices for payment.
* Management of kitchen and utility closets
* Assist Trustees with onsite support on projects as needed.

**Job Qualifications and Experience**

* High school diploma required, but bachelor’s degree is preferred.
* Possess strong organizational and mechanical skills.
* Ability to effectively manage and execute projects with minimal supervision, showcasing strong self-direction and time management skills.
* Must be able to collaborate effectively with church staff and the church community.