

University Baptist Church (UBC) Staff Position Description

This position description may not list all the duties of the position. University Baptist Church has the right to revise this job description at any time.

Position Title:	Building Maintenance Manager
Reports to:	Pastor
Direct Reports:	Janitor
FSLA Status:	Exempt .3 FTE

Purpose of Position and Impact on UBC's Mission:

The Building Maintenance Manager serves as the coordinator and point person for maintaining the church building and grounds and supervising all capital improvement projects.

To perform this position successfully, an individual must be able to perform each Essential Function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

Essential Position Functions (Key Deliverables):

(clear, detailed, measurable – listed in descending order of importance)

Responsibility	Frequency	Measurements
- Keep a master list of outstanding action items for the building and grounds. Continuously re-prioritize the items on the list, based on the priorities of the Council. Assign building staff, recruit volunteers, and hire contractors to perform the action items. - Monitor progress on all items and take corrective action regarding assignments for action items as necessary.	Weekly	Accurate, timely, thorough, organized, resourcefulness, initiative, knowledgeable
Contact contractors to receive bids for building and grounds projects and services as needed. Engage and monitor contractors whose bids are accepted by the Council. Bids for projects or services which are below a total dollar amount designated by the Council do not	Ongoing	Accurate, timely, thorough, organized, initiative

need pre-approval from the Council.		
Receive emergency calls outside of normal work hours on an as-available basis. Follow through on incidents to completion or final resolution.	Periodic	Timely, resourcefulness, initiative
Coordinate and oversee two churchwide workdays each year; solicit and coordinate volunteers, projects, and supplies; prioritize projects	Twice a year (possibly spring and fall)	Professional communication, organization, timeliness, initiative
Submit a monthly written report to the Council of open action items and action items completed since the last report. Present bids received for contract work needing Council approval. (Attendance at Council meetings not expected.)	Monthly	Attendance, timely, accurate
Supervise the Janitor as a direct report. Recommend hiring, engage in disciplinary action, or recommend termination as necessary. Approve and monitor Janitor time off within established limits. Arrange for coverage of essential janitorial duties during Janitor time off.	Ongoing	Professional communication
Perform routine minor repairs around building.	As needed	Timely, accurate. resourcefulness

Other Specific Responsibilities:

Responsibility	Frequency	Measurements
Use a church-assigned email address for all church business. Monitor the assigned email in-box and respond to email messages within a standard period designated by the Council, except during vacation periods.	Daily	Professional courtesy, timely
Coordinate and participate in building inspections, such as fire inspection, elevator inspection, boiler inspection, etc.	Periodic	Timely

Order and store facilities supplies in consultation with other church staff, with appropriate ministry team approval, to maintain a reasonable inventory.	Ongoing	Timely, accurate.
Coordinate volunteers for setup and tear-down for special events and work days. Examples of special events include, but are not limited to, weddings, funerals, concerts, and lectures. Arrange for reconfiguration of the pews in the sanctuary as requested by the Pastor.	Periodic	Timely, thorough.
Coordinate with insurance adjusters regarding building and grounds claims.	Periodic	Timely, Professional communication
Coordinate with utility companies and government entities for heating, electrical, water and sewer, trash and recycling services.	Ongoing	Timely
Attend staff meetings called by the Pastor.	Monthly	Attendance
Participate in annual performance assessment.	Annual	Professional communication.
Other responsibilities and tasks that may be assigned from time to time.	Periodic	Timely, accurate, thorough.

Principal Working Relationships:

Daily supervision by the Pastor; assignments and activities from the Council; coordination of activities with Janitor and Rental / Office Manager.

Responsibility for Public Contact:

Serve as primary contact for individuals (church members, maintenance workers, inspectors) regarding building and grounds.

Distinguishing Competencies (skills / knowledge):

- * Detail orientation and ability to multi-task (thorough, accurate, flexible, timely, organized)
- * Resourcefulness/initiative
- * Strong written and oral communication skills
- * Professional communication and working relationships (respectful, courteous, confidential, good judgment)
- * Proficient in use of e-mail and organizational software

Required Experience:

- * Property Management
- * Staff Supervision

Physical / Environmental Demands: (Working Conditions / Required Physical Activity)

- * Work an average of 12 hours per week, but hours worked will vary from week to week
- * Some physical work, including the use of hand tools and power tools
- * Ability to climb stairs and ladders

This job description does not create any contractual rights or alter the at-will agreement between University Baptist Church and its employees. UBC and its employees may end the employment relationship at any time.

Revision / Creation Date: Created 6/16/2026
Approved by: Personnel Committee