



7070 Bent Tree Blvd, Columbus OH 43235

Building Supervisor

Full-Time | 40 hours/week **FLSA Status:** Non-exempt **Reports to:** Business Manager

Compensation: \$22-\$24 per hour (approx. \$45,760 - \$49,920 per year)

Physical Requirements: Ability to lift, carry, and move materials or equipment weighing up to 50 pounds as needed to perform building maintenance and management duties.

Position Summary

The Building Supervisor is responsible for ensuring the successful operation and function of the church's building, systems, and grounds in support of its mission. The Building Supervisor works with the Director of Linworth Children's Center to manage their facilities needs, such as transitions between the program year and summer camps.

Overview of Position:

1. Perform or oversee/schedule preventative maintenance and operation of the church building, including but not limited to the HVAC (heating, ventilation, and air conditioning), plumbing, electrical, lighting, fire safety, security systems, and custodial services.
2. Communicate regularly with the Business Manager to coordinate schedules and ensure readiness of the facilities for all activities.
3. Assess system breakdowns and, in collaboration with the Business Manager, determine needed repairs. Obtain advice and recommendations from Trustees or congregation members as needed.
4. Work with the Business Manager to carry out major projects. Serve as the on-site contact for these projects, especially on weekends and in the evenings.
5. Manage and supervise the part-time custodian when the Business Manager is on vacation or ill.
6. Provide support with setup and takedown of chairs, tables, and other equipment for events, such as meetings, worship, weddings, funerals, and otherwise as directed.
7. Develop and maintain a relationship with all contractors and vendors ensuring efficient facility operations.
8. Regularly inspect church properties with Trustees for areas of concern. Maintain a current list of needs and concerns.
9. Serve as primary contact for facility-related emergencies, which may occasionally require evening and weekend work.
10. Order all cleaning and maintenance supplies.
11. Act as Custodian when necessary.

Linworth United Methodist Church is a welcoming and inclusive congregation located in Columbus, Ohio. Our mission is to **empower one another to share that "God is love, you are loved, and all are welcome here."** We are guided by four core values: evolving faith, authentic relationships, global justice, and inclusive community.

Interested candidates should submit a resume and a cover letter to Employment@LinworthUMC.org. In your cover letter, please share a brief description of your experience and what draws you to this type of ministry. Applications will be reviewed on a rolling basis.