



Title:	Building Supervisor
Reports to:	Director of Administration and Communication
Collaborates with:	Ministers, Program Staff, Board of Trustees and the Building/Property Committee
Employment Status:	Full-time (40 hours per week); Evenings and weekends will be required as needed to cover Countryside's events.

Position:

Countryside Community Church seeks full-time Building Supervisor. This position will be responsible for the maintenance and upkeep of the church facilities to provide a welcoming environment for the programs, ministries, members and visitors of Countryside Community Church.

Responsibilities:

- Coordinate and perform room setups as needed for various functions and rentals in the church.
- Be key user of security systems of the church (door access, intrusion protection, security cameras). Be assigned as contact for the security company in the event of a security alarm.
- Act as staff host for special events and activities as scheduled.
- Oversee building/property maintenance:
 - Work with maintenance/service vendors to schedule work as needed (window/doors, electrical/lighting, plumbing, locks/security, landscape, etc.).
 - Work with vendors to schedule preventive maintenance work under contracts.
 - Perform minor building repairs as needed (paint touch-ups, equipment adjustments, basic repairs.)
- Support the maintenance of the landscape and grounds of the church.
 - Augment the services of landscape company with weed control as needed.
 - Snow/Ice removal as needed in conjunction with the contracted snow removal company.
 - Maintain the grounds with periodic garbage and debris collection.
 - Program and monitor the landscape watering system.
 - Maintain signage for parking and traffic flow on Sundays and special events.
- Attend monthly Building/Property Committee meetings.
- Key user of the Computerized Maintenance Management Systems (CMMS).
 - Use the CMMS to schedule maintenance for the building, generate building issue task lists and develop long range capital repair plans.
- Learn and be a key user for the HVAC control software for the building.
 - Update HVAC control software to match the heating and cooling needs of the church.

- Order custodial and property supplies (paper products, ice-melt, light bulbs, cleaning products, etc.).
- Support the recycling efforts at the church.
- Learn and be a key user of the lighting controls for the building and property.
- Oversee the custodial services and window cleaning for Countryside
 - Conduct periodic walk-throughs to ensure cleanliness of church
 - Perform custodial work to back up the custodial staff as needed
 - Annually (and as needed) coordinate getting the carpets cleaned and the floors waxed.
- Collaborate with Countryside’s Tri-Faith Initiative partners to find benefits of economy of scale.

Competencies and Characteristics

Adaptability & Flexibility	<p>Ability to change direction as priorities shift.</p> <p>Ability to thrive in environments that require adaption to changing circumstances.</p> <p>Ability to work effectively under pressure of deadlines.</p>
Dependability and Accountability	<p>Fulfills commitments consistently and can be counted on to do what is agreed.</p> <p>Readily accepts and owns role in the outcome of a situation, whether positive or negative.</p>
Teamwork & Collaboration	<p>Ability to work as a team member and interact with others in a professional respectful manner.</p> <p>Ability to show empathy & understand people from all walks of life.</p> <p>Ability to work effectively with others to achieve a common cause.</p>
Organizational and planning skills	<p>Ability to prioritize in order to effectively arrange goals, tasks and projects in order of greatest importance to achieve success.</p> <p>Ability to manage multiple priorities.</p>
Communication skills	<p>Written - Ability to clearly convey messages, ideas and expectations through the effective use of written correspondence (letters, e-mails, etc.).</p> <p>Oral - Ability to clearly convey messages, ideas and expectations through the effective use of words, body language and voice tone, i.e. conversations with members, vendors, people using the building, etc.</p> <p>Listening - Ability to take in and understand spoken messages by being attentive and by using skills to understand the meaning behind a person’s words.</p>

Independence	Ability to work autonomously and produce effective and efficient results without needing abundant direction from others.
Education or Training	Competent in Word and Excel. Ability to learn new programs (system controllers/software). Familiarity with HVAC and electrical systems helpful.
Physical	The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. <ul style="list-style-type: none"> ▪ Must have the ability to sit and stand for extended periods of time. ▪ Exhibit manual dexterity to dial a telephone, use maintenance equipment and operate powered tools. ▪ Must have the ability to see and read a computer screen and printed materials. ▪ Must have the ability to hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly. ▪ Must have the physical agility to lift up to 50 pounds; and to bend, stoop, climb stairs, and reach overhead.

Compensation

Based on experience and expertise and commensurate with congregations of similar size and positions with similar responsibilities.

Applications

Applications should consist of the following:

1. Letter of application.
2. Resume.
3. List of three references with current phone numbers.
4. Consent to a background check upon job offer.

Send all materials to:

Dan Loven-Crum
 Countryside Community Church
 13130 Faith Plaza
 Omaha NE, 68144
dani@countrysideucc.org

Screening of candidates will begin immediately and the search will remain open until the position is filled.

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

We are currently located at 13130 Faith Plaza in Omaha, Nebraska located on the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative.

What we believe: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.