

Open Position - Facilities Supervisor

Organizational Role:	Facilities Supervisor
Direct Report to:	Facilities Director
Compensation:	\$50,000-70,000 commensurate with experience
Number of Hours:	Full Time 45-50 hours
Office/Remote:	50% office / 50% remote
Office Location:	3105 University Blvd, Tyler, Texas
Work Days:	Sunday-Thursday

General Summary of the Position

This position has the primary focus of supporting the work of the ministry at Grace Community by providing maintenance, repair, and program setup requirements daily. A high priority for this position is the philosophy of excellence in the ongoing development of buildings and grounds to be maintained at their highest standard. There will be frequent contact with church and school staff, and you will be expected to communicate effectively and present yourself professionally.

Who You Are

Determined and focused, you thrive in fast-paced environments, effortlessly managing multiple tasks at once. Your quick reactions and sense of urgency spur you into action, making you a valuable asset to our team. As our Facilities Supervisor, you'll play a pivotal role in maintaining our campuses, ensuring every detail is attentively managed. Your precise nature and exacting standards guarantee the safety and functionality of our facilities, supporting our mission to be and make disciples of Jesus Christ. Your innate curiosity propels you to independently analyze data, continually expanding your expertise in facility management. You prefer to self-analyze, drawing conclusions and storing them mentally as you pursue mastery in your field. If you're ready to channel your passion for excellence into creating safe, welcoming spaces where our community can thrive, we invite you to join us. Apply now, and become an integral part of our team dedicated to making a difference every day.

Who We Are

Grace Community of Tyler is a non-denominational, multi-campus, Christian church and school seeking a **Facilities Supervisor** who embodies these qualities and more. We believe in *being and making disciples* and are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on

Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

Staff Benefits:

- Generous Health Benefits:
 - pre-funded HSA
 - Dental
 - Vision
 - Life insurance
- A retirement plan with up to 3% matching funds
- Wellness care
- Our robust PTO is pretty nice
 - Vacation
 - Holiday
 - Sick pay
 - Floating holidays
- GCS Tuition Assistance (guidelines apply)

Benefits that impact our staff culture:

- Monthly staff lunches
- Weekly prayer time
- New office space
- A culture of genuine love and tangible support
- Professional and personal development

Essential Duties and Responsibilities:

- Follow written or oral instruction given by the Facilities Director
- Daily oversight of all buildings, grounds, and vehicles to ensure the ongoing functions of Grace Community
- The repair of any facilities and equipment as the need arises, using the most economical means while maintaining a high standard of quality
- The daily upkeep of all facilities to ensure cleanliness and preparation for events
- The setup needs for functions planned in the facility
- Maintenance of vehicles per safety policy; schedule outside repairs as needed and keep appropriate records
- Provide for appropriate building security to allow for maximum use of the facilities and minimum risk of loss
- Adapt to unscheduled events and unforeseen, last-minute changes
- Work with the Facilities Director concerning ongoing needs and cost control for budgetary purposes
- Be on call 24 / 7 as needed by the organization for emergencies or phone calls for assistants
- Any duties that might be added to this list to provide for the ministries of Grace Community

Skills and Abilities:

- Knowledge of electricity, HVAC, plumbing, and construction/remodel work
- Able to read blueprints and serve as project manager for major construction projects
- Have an understanding of local building and fire codes

- Able to work effectively with contractors and their subs to accomplish the needs of Grace Community
- Strong communication skills (both verbal and written)

Education, Training, Experience:

- High school education / GED (preferred or equivalent)
- Must be able to show related experience and/or training or an equivalent combination of education and experience

Certificates, Licenses, Registration:

Maintain a valid Driver's License

Note: Any travel or vehicle needs between work locations will be provided by Grace Community unless other arrangements are made in advance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the specific responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform specific responsibilities. This position requires standing, walking, climbing, use of hands, and normal speech and hearing. The position may require the ability to lift and/or move 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment and Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job. The noise level in the work environment is usually moderate. None or very limited exposure to physical risk.