



Orchard Park Presbyterian Church
Position Description
Building / Technology Superintendent

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| <i>Position Title</i> | Building / Technology Superintendent |
| <i>Accountability (Reports To)</i> | <u>Direct</u> : Business Administrator/Senior Pastor <u>Indirect (dotted line)</u> : N/A |
| <i>Supervision (Direct Reports)</i> | Set-Up Personnel Staff Team Hourly contracted Event Hosts Volunteers |
| <i>Status / Hours / FLSA</i> | Full time / exempt. 37.5 hours per week Core hours, M-Th: 1:30 – 9:30. Friday hours are flexible. Occasional weekend hours, based on special events. Attend church meetings, relevant to staff and/or job responsibilities. If all church events end prior to 9 pm, hours may be adjusted to cover required meetings and other OPPC events on weekends (as agreed with Business Administrator). |
| <i>About OPPC</i> | OPPC is seeking an energetic, self-motivated individual who enjoys problem solving, working with others, and paying attention to details. Located at 1605 East 106 th Street, Carmel, Indiana, OPPC is one of over 9,000 congregations in the Presbyterian Church (USA), ranking among the top two percent in size. In fact, OPPC is the fourth largest Presbyterian Church in the State of Indiana. Our church is used throughout the week for church functions and meetings, preschool, and community activities. Regardless of the size of the congregation, the members of OPPC are committed to becoming disciples of Jesus by being connected with others, both inside and outside our church walls, to further Christ's kingdom. Blessed by God's love, the OPPC Family seeks to grow in our faith and to reach out with the Good News of Jesus Christ. |

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| <p><i>Position Title</i></p> | <p>Building / Technology Superintendent</p> |
| <p><i>Purpose/Function</i></p> | <p>The Building and Technology Superintendent will create a welcoming environment for congregants, colleagues and guests of Orchard Park Presbyterian Church and help ensure the smooth functioning of day-to-day building operations:</p> <ul style="list-style-type: none"> • Operational duties: Provides coverage for the front office, phones, and door entry. • Building: Manage all usage of the building and scheduling. Manage equipment and building maintenance. • Group Support: Ensure proper set-ups for all events hosted by OPPC, including technology, and troubleshoot to resolve areas of customer/guest concern. |
| <p><i>Primary Responsibilities</i></p> | <p><u>Operations</u></p> <ol style="list-style-type: none"> 1. Manage the front-line contact with church members and guests. <ol style="list-style-type: none"> a. Serve as front-desk host – receive phone calls, greet and direct church guests. b. Provide administrative, building, and technical support to groups using the building. c. Keep Ministry Staff informed of crises or ministry opportunities within the congregation and community. 2. Manage use of church facilities and equipment by internal and external groups. <ol style="list-style-type: none"> a. Manage the facility/room calendar. Coordinate individual or group requests for room/facility usage b. Supervise (recruit and train) the set-up team and event hosts. Coordinate with other staff to ensure readiness for church, community and rental functions c. Manage the facility external locking schedule. d. Develop a plan for security; monitor usage for missing equipment and or damage/maintenance issues that need attention e. Maintain key control of the facility and maintain users f. Establish rental agreements and monitor fees paid/due g. Serve as OPPC Event host for functions during normal working hours. |

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| | <p>3. Manage operations and maintenance of the church building, grounds, and equipment.</p> <ol style="list-style-type: none"> a. Serve as point of contact for operational inquiries and needs; maintain vendor contact lists; and triage to other staff or outside contractor(s), as needed. b. Manage office and supply inventories and coordinate purchasing. c. Understand and provide basic maintenance for equipment in the building. Maintain a work order process. d. Coordinate maintenance for all equipment in the building. Supervise contractors. e. Work with the Property Committee in developing and implementing a plan of overall facility use and maintenance. f. Develop and maintain an inventory of all equipment, with warranty and maintenance schedules. Plan, schedule, and budget for necessary equipment maintenance and replacement; establish useful life and monitor warranty information g. Facilitate routine building inspection and service calls. h. Develop/maintain process and policy manuals for usage of the building. <p>4. Other:</p> <ol style="list-style-type: none"> a. Understand church ministries and liturgical year – in order to be proactive in supporting church functions. b. Maintain strong, consistent and clear communications with the other staff c. Attend staff meetings and relevant committee meetings. d. Recruit, train, schedule and supervise volunteers, when needed, to help with ongoing projects and building use. e. Coordinate other projects as directed. |
| <i>Qualifications</i> | <ul style="list-style-type: none"> • Program/ministry focus; church or other non-profit experience preferred` • Associate degree and at least two (2) years experience in building/technology support • Proficiency in technology setup, maintenance and troubleshooting • Highly proficient with MSoffice suite products, office and technical equipment, computers, telephone and locking system software, and web-based research and purchasing • Basic building maintenance skills • Note: Set-up responsibilities will require lifting 25-40 pounds |

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| <i>Position Title</i> | Building / Technology Superintendent |
| | <ul style="list-style-type: none"> • Ability to interact with a variety of constituents confidently and effectively. Strong critical reasoning skills, ability to organize, and prioritize; multi-task; anticipate needs and issues and follow through accurately and effectively. • Track record of reliability, flexibility, initiative and teamwork |
| <i>Compensation and Benefits</i> | <ul style="list-style-type: none"> • Salary: \$40,000-\$43,000 annual, based on experience • Vacation: 2 weeks • Benefits: medical/dental, paid vacation, holidays, compassion & business days, 403B contributions after one year, and life insurance. |
| <i>Submission Instructions</i> | <p>Submit resumes to Mary Leffler, mleffler@orchardpark.org</p> <ul style="list-style-type: none"> • Submissions close at 4:00 p.m. on Friday, Sept 10, 2022 |