



# FIRST BAPTIST CHURCH ALEXANDRIA

Position Title: Building Superintendent  
Direct Supervisor: Director of Operations  
Date Prepared/Revised: 10/23/25  
FLSA Class: Exempt  
Status: Salary, Full-time

## Position Summary:

The Building Superintendent is responsible for the care and use of all church owned facilities, which includes the following: all buildings, grounds, equipment, furnishings and vehicles.

The Building Superintendent shall have a personal relationship with Jesus Christ, and a calling to ministry as evidenced by a daily walk with the Lord, and a passion for the advancement of the ministries of the church.

## Duties and Responsibilities:

- Oversee the following facilities management programs of the church:
  - a. Maintenance
  - b. Housekeeping
  - c. Security
  - d. Grounds
  - e. Parking
  - f. Vehicles
- Assist the Director of Operations in developing and monitoring operational policies regarding church facilities and the security of the building and grounds.
- Supervise housekeeping and custodial services.
- Order supplies and materials relative to responsibilities.
- Calendar use of facilities and approve use of equipment, spaces, needs.
- Refer to calendar of events and schedule proper setups for each occasion.
- Assist Ministries in setting up spaces for various church functions, tables, chairs, tear-down & reset. Assist with weddings, funerals, or other special events as requested.
- Perform minor repairs within the facilities and schedule a contractor as needed.
- Work with the Property Committee in developing and implementing a plan of overall physical plant use and maintenance.
- Inspect church facilities on a regular basis; establish a program of housekeeping, annual maintenance, security and minor general repairs. Perform minor repairs of furniture, buildings and equipment within scope of ability.
- Oversee fire, safety, and security equipment, and work with fire, police, and other public officials regarding church property matters. Have fire extinguishers serviced and checked periodically and have a current tag indicating the last date of service.
- Maintain regular maintenance of elevators and Fire and Emergency exit plans.
- Monitor and schedule all required inspections and certifications needed from the City and other entities.
- Maintain grounds such as landscaping, snow removal, outdoor lighting, parking lots, pest control, weather-related occurrences to pre-treat parking & sidewalks, power outages, and water abatement.
- Secure and supervise all technical services or contractors as needed.
- Maintain a perpetual inventory of all church owned equipment and furnishings.
- Recommend purchase of needed equipment and other improvements pertaining to property and equipment.
- Monitor vehicles and schedule maintenance as required.
- Manage and supervise monthly and yearly maintenance and cleaning schedules.
- Supervise employees/contractors who assist in above responsibilities.

Other Responsibilities:

- Enforce and maintain all policies and procedures of the church.
- Foster cooperation, teamwork, respect and dependability within the church staff.
- Create an environment of trust by maintaining privacy and confidentiality of sensitive information.
- Faithfully radiate energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord's work at FBCA.
- Endorse and support the church's Vision and Mission statements and the church's Constitution and Bylaws.
- Other duties as assigned by the Director of Operations.

*"His master replied, 'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'" Matthew 25:21.*

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance and HR

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Date