



**First Presbyterian  
Church  
of Pittsburgh**

320 Sixth Avenue  
Pittsburgh, PA 15222  
412-471-3436;  
Send resume to: [cswartz@fpcp.org](mailto:cswartz@fpcp.org)

## Job Description

Position Title: **Maintenance Supervisor**  
Employment Status: Full-Time  
Reports To: Office Manager

### Job Summary:

The Maintenance Supervisor is responsible for the routine maintenance, upkeep, and cleanliness of the church building and grounds.

### Key Responsibilities:

- In coordination with the Board of Trustees, annually develop or review a plan for maintenance of the facility.
- Oversee the maintenance and security of all aspects of the building and grounds. Required skills include painting and minor repairs to plumbing, electrical, air conditioning, and heating equipment (in coordination with maintenance contractor).
- Able to recognize building and building equipment maintenance problems and suggest solutions.
- Able to obtain bids for solutions to maintenance needs.
- Direct interior cleaning responsibilities include cleanliness of Sanctuary, Lounge, Chapel, Sunday School classrooms and restrooms, including hallways and staircases.
- Exterior responsibilities include cleanliness and upkeep of front church steps and all grounds plus keeping front church sign up to date with current events held at the church.
- Interface with building vendors who perform security checks, boiler maintenance, elevator maintenance, etc.
- Cost effective ordering of all cleaning and maintenance supplies.
- Set up and breakdown for all events held at the church.
- Serve as a backup to running the sound system during weekday services.
- Responsible for supervising the Evening and Morning Custodian positions.
- Must be willing to work services and special events as required.
- Perform related duties as requested.
- Supervise custodians.

### Minimum Qualifications:

- Must pass all clearances.
- Must have at least 5 years of experience in building maintenance.
- Working knowledge of plumbing, heating, electrical, and air conditioning systems.
- Skill in the care and use of tools and equipment used in the trades.
- Physical strength and agility sufficient to perform extended manual tasks; must be able to lift and carry 50 pounds.
- Must have good interpersonal skills, organizational skills, and attention to detail.
- High school diploma or GED.

### Preferred Qualifications:

- Previous experience with boiler systems.
- Course work from a vocational or technical school in some of the trades: heating, ventilation, air conditioning, plumbing, electrical