



**NINETEENTH STREET BAPTIST CHURCH  
WASHINGTON, D.C.**

**Facilities and Grounds Supervisor Advertisement**

Nineteenth Street Baptist Church seeks a part-time **Facilities and Grounds Supervisor**. Reporting to the Church Administrator, who works in conjunction with the Board of Trustees, the primary responsibility of the Facilities and Grounds Supervisor is to oversee and help perform the maintenance, upkeep, and repairs of church-owned buildings, grounds, and equipment.

**Primary Responsibilities:**

- Perform repairs, including light to intermediate HVAC, plumbing, electrical work, painting, and general upkeep.
- Supervise Facilities Assistant and clean and set-up, as needed.
- Supervise the day-to-day assignments of Facilities Assistant and be the point of contact for contractors providing services related to buildings, grounds, and equipment.
- Maintain and troubleshoot building systems, including HVAC, plumbing, electrical, and mechanical.
- Schedule and conduct preventative maintenance, safety, and energy audits.
- Direct emergency maintenance and repairs.
- Ensure the church is in compliance with city and federal regulations that relate to building and grounds codes.
- Provide support for ensuring a safe environment for members, staff and visitors.

**Qualifications:**

- 3-5+ years of experience in building maintenance (HVAC, plumbing, and electrical) and groundskeeping.
- A high school diploma is required, with a bachelor's degree in facilities management or engineering preferred.
- A minimum of 2 years of demonstrated supervisory experience.
- Intermediate proficiency in HVAC, plumbing, electrical, and equipment repair.
- Ability to work independently and as part of a team.
- Ability to communicate professionally with kindness and courtesy with leaders, staff, members, and visitors.
- The ability to lift and/or move up to 10-25 pounds constantly and occasionally up to 50 pounds.
- Available for emergency calls during the evening and weekend as needed.
- Proficient in English with strong communication skills.
- Basic computer skills and comfort using various software, apps and computer programs.
- Personal, reliable transportation to get to work.
- Valid driver's license with a clean record.

This is currently a part-time position with a minimum of 30 hours a week. The rate is \$28-\$32 an hour. While the work schedule can be somewhat flexible, the incumbent should be available to work the first and fourth Sundays of each month.

To apply for the position, send a cover letter, resume, and three references to: [churchadmin@19thstreetbc.org](mailto:churchadmin@19thstreetbc.org). The position is open until filled.