



Building Supervisor

Location: Becker Baptist Church, Becker, MN

Reports To: Senior Pastor

Position Type: Part-Time (10 hours/week)

Position Overview

The Building Supervisor plays a vital role in supporting the mission of Becker Baptist Church by ensuring that all facilities, grounds, and equipment are safe, functional, and well-maintained. This individual takes ownership of the church's physical environment, creating a welcoming and well-cared-for space where ministry can thrive.

This role is ideal for a dependable, hands-on problem solver who can work independently, manage priorities effectively, and coordinate with contractors and church leadership to proactively address facility needs. The role focuses on maintenance and facility oversight and does not include routine custodial responsibilities.

Key Responsibilities

- Provide overall care and maintenance of church buildings and property
- Oversee and maintain all building systems, including HVAC (boiler), electrical, and plumbing
- Ensure grounds are well-kept, safe, and presentable year-round
- Perform and/or coordinate maintenance projects, repairs, and improvements
- Identify issues early and take initiative to resolve them efficiently
- Supervise and coordinate contractors for repairs and maintenance
- Oversee church vehicle and equipment, ensuring proper maintenance and readiness
- Manage inventory of maintenance supplies and handle ordering as needed
- Monitor the church calendar to ensure facilities and contractor work align with scheduled events

Additional Responsibilities

- Assist with the maintenance and repair of mechanical or power equipment as needed
- Provide input into annual budgeting by identifying upcoming facility and equipment needs
- Help manage and stay within the building & grounds budget
- Communicate clearly with church leadership regarding:
 - Immediate maintenance needs
 - Long-term facility improvements
 - Unplanned or urgent repairs
- Collaborate with leadership on prioritizing building and grounds projects

Qualifications

- The ideal candidate demonstrates a Christlike character and a commitment to spiritual growth. The selected candidate must fully affirm Becker Baptist Church's Statement of Faith
- Strong mechanical aptitude and hands-on maintenance skills
- Working knowledge of HVAC, electrical, and plumbing systems
- Proven ability to troubleshoot and solve problems independently
- Strong organizational and time management skills
- Effective communication and interpersonal skills
- Ability to manage projects and coordinate with contractors
- Self-motivated, reliable, and proactive

Compensation and Benefits

This part-time position pays \$25.50 per hour. In a part-time role, no additional benefits beyond those mandated by the State of Minnesota are available.

To Apply:

The job will remain open until filled. Those interested may download a job application online at <https://www.beckerbaptist.org/about/employment/>

Complete and return the following to careers@beckerbaptistchurch.org:

- Typed cover letter
- Current resume
- Employment application
- Any written references you may have



Becker Baptist Church
11951 Hancock Street, Becker, MN 55308
office@beckerbaptist.org
beckerbaptist.org
763.261.4202

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First Middle Middle

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: [REDACTED]

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you 18 years of age or older? YES NO Date of birth: _____

Driver's license # / Issuing state: _____

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma : _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other : _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References *(3 required)*

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

In Case of Emergency, Notify:

Name: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Criminal Background Investigation Authorization

I authorize Becker Baptist Church, First Advantage and their agents to investigate my background as it pertains to employment considerations. The investigation encompasses information contained in public records, including any criminal records. I release all persons, companies, or corporations furnishing such information from liability and responsibility.

Signature: _____ Date: _____