

**Job title:****Maintenance Superintendent****Company intro:**

Covenant is a Presbyterian Church (PCUSA) located in the City of Roanoke with many diverse programs serving our local community. Worship services are held each Sunday with a variety of programs and meetings taking place during the week. The Covenant Preschool is open five days a week following the Roanoke City Schools schedule. To learn more about Covenant please visit our website at [www.covenantroanoke.org](http://www.covenantroanoke.org).

**Job position description:**

We're looking for a full-time (40 hour a week) experienced Maintenance Superintendent responsible for the upkeep of the church's facilities and grounds, ensuring a safe and welcoming environment. In addition to hands-on maintenance, the supervisor oversees event setups, coordinates with staff and volunteers, and ensures smooth facility operations. This requires a flexible schedule for work on the weekends. This is a non-exempt position.

**Essential Duties and Responsibilities:****Facility Maintenance**

- Conduct regular inspections of church buildings, grounds, and equipment.
- Perform routine and preventive maintenance (plumbing, electrical, carpentry, painting).
- Troubleshoot issues and coordinate repairs.
- Maintain maintenance records.

**Event Setup Coordination**

- Plan and oversee setup and teardown for worship services, weddings, meetings, and special events.
- Ensure chairs, tables, AV equipment, and furnishings are arranged according to event specifications.
- Coordinate with ministry leaders to meet event needs.

**Grounds and Safety Management**

- Assure maintenance of lawns, landscaping, parking lots, and walkways.
- Conduct safety inspections and promote compliance with applicable codes.

### **Staff and Volunteer Supervision**

- Supervise maintenance staff, custodians, and volunteers.
- Assign work, provide training, and monitor performance.

### **Budget and Vendor Oversight**

- Assist with maintenance budgeting.
- Coordinate contractors and vendors.

### **Pay range:**

\$45,000 - \$50,000 per year

### **Top benefits or perks:**

- Paid Vacation and Sick Leave
- 403B Plan participation with contributions upon qualification
- Working with an experienced and friendly church staff

### **Qualifications**

- 3–5 years of facility maintenance experience.
- Supervisory experience.
- Knowledge of HVAC, plumbing, electrical, carpentry, and general building maintenance.
- Strong organizational and communication skills.
- Able to lift moderate weight and climb ladders.
- Valid driver's license with a good driving record required.
- Must pass a Virginia State Police background check prior to employment

### **Contact/application information:**

To be considered for this position please submit your application to [office@covroanoke.org](mailto:office@covroanoke.org) by Friday, September 25, 2026.