



**Church Of God In Christ, Inc.**  
**Office of Business Management**  
 938 Mason Street  
 Memphis, TN 38126

<b>Job Title:</b>	<b>Superintendent of National Properties</b>	<b>Job Category:</b>	Exempt
<b>Department:</b>	National Properties	<b>Reports To:</b>	National Board of Trustees and Chief Executive Officer
<b>Location:</b>	Memphis, TN	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Commensurate w/ experience	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Theresa A.C. Lucas	<b>Date posted:</b>	07/02/15
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	08/02/2015

**Applications Accepted By:**

**FAX OR E-MAIL:**

901.947.9396 or [tlucas@cogic.org](mailto:tlucas@cogic.org)

Subject Line:

**Attention:** HR Department/ Superintendent of National Properties

**MAIL:**

Theresa A.C. Lucas  
 Office of Business Management,  
 Church Of God In Christ, Inc.  
 938 Mason Street  
 Memphis, TN 38126

**Job Description**

**SCOPE OF WORK**

The position of Superintendent of National Properties ("Superintendent") is a multi-faceted professional opportunity. The selection of the candidate is collaboration between the Chief Executive Officer and the National Board of Trustees. The Superintendent will manage the maintenance and security of the national offices, buildings and grounds of the Church of God in Christ. The National Board of Trustees supervises the Superintendent with the dual responsibility of the Superintendent reporting to the National Board of Trustees and the Chief Executive Officer. The Superintendent's dual reporting shall be no less than on a bi-weekly basis (once every two weeks) and as otherwise requested by the National Board of Trustees or Chief Executive Officer. The Superintendent must establish administrative procedures to document the maintenance of all national offices, buildings and grounds and facility management of the Church of God in Christ.

The Superintendent will oversee security, building maintenance, supervise third party vendors, custodial services, equipment and structural repairs, inspections, contractual proposals/bids, energy conservations, hazardous material handling, environmental protection, inventory management and other matters as assigned.

**ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES**

- a) Coordinate and ensure completion of all repairs and maintenance of national offices, buildings and grounds of the Church of God in Christ under the supervision of the National

Board of Trustees.

- b) Respond to potential and/or actual operational problems and recommend actions required to resolve.
- c) Supervise maintenance staff to promote and ensure the safety and comfort of employees, visitors and delegates with regard to safety, fire, security protocols, energy conservation, environmental protection and comprehensive building and ground maintenance.
- d) Monitor the contracts that have been approved by the Chief Executive Officer to ensure adequacy of work/services received and compliance with the terms and conditions of the contract.
- e) Supervise administrative staff in the Office of National Properties.
- f) Monitor the security of national offices, buildings and grounds of the Church of God in Christ and respond to security calls when necessary.
- g) At the direction of the National Board of Trustees, identify the need for temporary help for the April Call meeting and other national meetings as deemed necessary, such as, but not limited to, housekeeping, security, parking lot attendance, secure temporary staffing when needed for increased activity on the campus, and as otherwise assigned.
- h) Oversee the national offices, buildings and grounds of the Church of God in Christ at all locations.
- i) Work, at the direction of the National Board of Trustees in concert with the Chief Executive Officer regarding renovations (non-repairs), expansions, new construction, and demolition.
- j) Assist the National Board of Trustees in the preparation of proposed operational and capital budgets based upon historical cost and capital and future use of campus facilities.
- k) Manage with the approval of the National Board of Trustees the annual budget allocated by the General Church for the purpose of the Office of National Properties.
- l) Institute, administer, and maintain an accurate record of inventory of fixed and non-fixed assets, purchased or donated, and report regularly to the Office of Financial Affairs.
- m) Reconcile monthly financial statements for the Office of National Properties and apply disciplines to achieve maximum cost containment in cooperation with the Chief Financial Officer.
- n) Report monthly to the National Board of Trustees in a fashion determined by the Chairman of the National Board of Trustees from time to time as it relates to all the items mentioned above herein.

**SPECIAL QUALIFICATIONS**

- ❖ Knowledge of the relationship of Church Of God In Christ operations.

- ❖ Knowledge of obtaining bids and submitting documents to ensure invoices are complete and accurate and that all goods and services have been delivered efficiently according to the contract.
- ❖ Ability to communicate with regulatory agencies regarding federal, state, and local guidelines as to the usage of the national offices, buildings and grounds of the Church of God in Christ.
- ❖ Ability to maintain harmonious relationships and to resolve procedural problems and controversies related to adequacy of building services and priority of repairs, alterations, and other services.
- ❖ Ability to work interdependently
- ❖ Knowledge of basic and complex building maintenance and technologies.
- ❖ Experience, willingness, and knowledge of the chain of command pertaining to job supervision.
- ❖ 3-5 Years of experience in large-scale maintenance and supervision.

#### **EDUCATION REQUIREMENTS**

Bachelor's degree is recommended but not required.

#### **CORE COMPETENCIES**

The work requires walking, standing, bending, lifting and some climbing may be necessary. Also local and out of town traveling is required.

The employee must become well acquainted with the Employer Handbook, Church Of God In Christ Personnel Policy and Procedures Manual and any other policy and procedures set forth by the National Board of Trustees pertaining to your duties, and any other Official Manual of the Church referencing new procedures to ensure the up-keep of properties.

#### **ADDITIONAL NOTES**

*Should expect to work occasional overtime based upon departmental demands. Travel to national conferences and meetings may be required.*

Reviewed By:	NBOT	Date:	5/26/15
Approved By:	CEO	Date:	5/26/15
Last Updated By:	Theresa A.C. Lucas	Date/Time:	7/2/15