

Facilities Manager Position Description

Purpose: To serve the church by managing the care and maintenance of church buildings and grounds.

Accountability: The Facilities Manager shall be directly responsible to the Director of Finance and Administration and the Staff Committee. The Director of Finance and Administration will review the performance of the Facilities Manager in accordance with procedures established by the Staff Committee.

Primary Duties and Responsibilities:

1. Act as support to the Church staff and the Day School on facilities needs while ensuring clean and well maintained buildings, equipment, and grounds.
2. Supervise the work of the Maintenance Assistant and the Custodial staff outlined below (providing training and feedback) in order to maintain good work and safety habits within a professional office, school, and sacred setting.
 - a. Maintenance Assistant will:
 - Coordinate maintenance schedule.
 - Handle minor repairs (including painting, minor plumbing, etc.)
 - Handle replacement of electrical switches, light bulbs, etc.
 - Maintain building security access codes
 - b. Custodians will:
 - Handle set-ups for events
 - Complete cleaning schedule assigned
 - Unlock/lock buildings as assigned
3. Coordinate with Director of Human Resources to oversee the custodial schedule and monitor overtime.
4. Assist the Director of Finance and Administration in preparing monthly meeting agendas for the Property Committee, managing the property budget including setting the priority, scope, and construction budget of projects, implementing contracts, monitoring time lines, and making final reports on projects completed.
5. Meet and direct all outside contractors/vendors, making sure that scope of work meets the expectations of contracts and remains within approved project budgets.
 - a. Grounds and Landscaping
 - b. HVAC Vendor
 - c. Vending Machines
 - d. Building supplies
 - e. Code & Fire Inspections

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6. Serve as hospitality resource for guest groups and coordinate with appropriate staff to manage those contracts.
7. Maintain office hours as directed by the Director of Finance and Administration. This includes attending weekly staff meetings, planning meetings, calendar and event coordination meetings, etc.
8. Execute other requests made by the Director.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of ministry demands change.

Skills, Knowledge, and Abilities:

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of my position.
- **Communication/Hospitality:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff. /Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- Bachelor's degree or equivalent experience in a facilities management
- Proficiency with Microsoft Office Suite of software
- Experience with other HVAC control systems and facility maintenance scheduling software desirable
- Ability to perform or direct simple computer workstation installations
- Basic working knowledge of meeting room Audio/Visual equipment

Physical Requirements:

- Able to stand, walk, bend, stoop, crawl, kneel, push, pull, reach, lift, and carry objects
- Must be able to lift 50 lbs. and climb a 30 ft. ladder

Required Schedule: Work week is normally Sunday through Thursday with some evening meetings and occasional Fridays and/or Saturdays.