

Job Title:

Facilities Manager
(limited full-time)



Ministry/Department: Administration

Accountable to: Director of Operations

Primary Objective of Position

The Facility Manager will oversee the maintenance of the church facility and grounds, supervise custodial staff and volunteers, and support Faith's mission, ministries, policies, and procedures while representing Christ's love and care in contacts and relationships with church attenders, co-workers, and visitors.

Responsibilities

1. Sees to the facility needs and routine maintenance of the church (e.g., monitoring and controlling building systems on a daily basis, room setups and tear downs, cleaning of restrooms and public spaces, yard maintenance, snow removal, replacing light bulbs, etc.). This includes routine and special events conducted in the church building.
2. Works with the Safety Team to ensure that the building and its contents are secured on a daily basis (e.g. locking all doors, securing all spaces, etc.). Sees to it that procedures related to the safety and security of the facility and its contents are in place, that they are revised and updated as necessary, and communicated to the volunteer workforce.
3. Participates on the Facilities Ministry Team and helps to identify, prioritize, and carry out building and property improvements in line with the church vision. Provides input and makes recommendations through the Facilities Team to the Church Council regarding necessary capital improvements or other major, long-term building/property maintenance concerns and future strategic planning needs.
4. Procure and oversee contracts with service providers and vendors. (e.g., trash, recycle, lawn, and snow removal services).
5. In cooperation with the Director of Operations, ensures the church is in compliance with all building codes, city ordinances, fire and safety guidelines, etc., by maintaining contact with the appropriate regulating entities and seeing to the necessary inspections (e.g., boiler inspections, fire inspections, etc.)
6. In cooperation with the Director of Operations, monitors the Facilities budget and works within it.
7. Supervises and directs the activities of other Facilities staff and/or volunteers by delegating tasks and providing instruction to volunteers whenever possible.
8. Performs other duties as apparent or assigned.

Education/Prior Experience

- 3 to 5 years experience in facilities management, handyman-type services, and/or custodial services.
- A proven track record of developing and guiding a group of volunteers.

Skills & Qualifications

- Possess basic building maintenance and mechanical skills including: carpentry, plumbing, electrical, HVAC operation, security systems, tools and custodial skills.
- Possess good time management skills and the ability to manage multiple priorities.
- Possess positive interpersonal communication, both with the church and the community at large.
- Ability to perform a wide variety of physical labor. E.g.: walk, bend, twist, squat, climb stairs and ladders, work over head, and ability to lift up to 50 pounds.
- Ability to perform light maintenance/project work and use a wide variety of power tools.
- Possess good problem-solving skills.
- Possess knowledge of basic computer skills.
- Ability to supervise, train and support custodial staff and to mobilize and direct volunteers.
- Up-to-date CPR and AED training – will train
- Ability to stay calm in an emergency

Supervision

This position supervises the following position:

- Facilities Assistant

Responsibility for Supervision:

1. Participates in decisions related to the selection, promotion, transfer, pay, and discipline of assigned personnel.
2. Personally conducts or oversees orientation and training for new employees to Faith Covenant's policies and procedures and to work duties and responsibilities so individuals may proceed with understanding and certainty in the performance of their jobs.
3. Monitors the work performance of assigned personnel on a continual basis, conducts timely and effective performance appraisals, and takes corrective action whenever necessary. Administers Faith Covenant's policies in a fair and equitable manner and fully documents all infractions and action taken as a result.
4. Creates a working climate in which assigned personnel are motivated to develop the skills and abilities and demonstrates by personal example the desired standards of conduct and work performance.
5. Maintains a safe work environment and fosters an awareness of safety issues in staff. Reports injuries promptly and follows up as appropriate.

Work Environment

Work is regularly performed in a combination of office, mechanical, and outside environments and is regularly exposed to changes in temperatures, dust, odors, oil, fumes and noise.

Position Details

32 hours/week, plus benefits (flexible hours)
Sunday–Thursday

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.