



Position Description: Facilities Manager

Title: Facilities Manager

Supervisor: Director of Operations

Status: Part Time Non-Exempt 25 hours or Full Time 30 Hours Non-Exempt

Location: SLBF Foundation, Madison, WI (primary) and Dottie's Ranch, Oregon, WI

Supervise: Student Facilities Assistant(s)

About the Organization:

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university for greater Christian impact. SLBF comprises several initiatives: The Lumen Center, New College Madison, a student Fellows Program, and a Media Studio. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Vision for the Role:

The Facilities Manager will serve as a vital member of the Operations Team and will be responsible for custodial and maintenance duties, facility operations, customer service, manage student facilities assistant(s), and safety across all Foundation facilities, including Upper House, Dottie's Ranch, and Lucky Apartment 1405. This role supports the Foundation's initiatives and enables guests to thrive by ensuring that our facilities remain welcoming, clean, safe, and hospitable.

Schedule:

The preferred schedule during the academic year for the full-time position (30 hours) is Monday through Friday, 6:00 a.m. to 12:00 p.m. (noon). For the part-time position (25 hours), the preferred hours are Monday through Friday, either 8:00 a.m. to 1:00 p.m. or 9:00 a.m. to 2:00 p.m.

During the week of student finals, extended hours will be required. Finals at UW–Madison typically occur around the second weekend in December and in early May, and the Facilities Manager will be expected to work additional hours during this period, including the finals weekend.

Upper House generally opens at 9:00 a.m., Monday through Friday. Ideally, custodial duties (such as vacuuming, cleaning floors, and servicing restrooms) will be completed before opening. On occasion, evening, early morning, or weekend work may be required due to programming needs; however, these shifts will be scheduled with significant advance notice. The summer schedule will be similar to the academic year schedule.



Responsibilities:

Custodial (50%)

- Perform daily/weekly/monthly/annual cleaning services for Upper House, Dottie's Ranch, and Apartment 1405. (Detailed list of cleaning projects will be provided during training.)
- Implement cleaning schedules to maintain cleanliness and order.
- Provide spot cleaning and clean-up when needed.
- Assist with set-up and breakdown of event spaces, including furniture and equipment, ensuring spaces are clean and organized.
- Monitor and manage the inventory of cleaning supplies, equipment, and other materials – placing orders as needed.
- Other duties as assigned.

Facility Maintenance (30%)

- Identify facilities needs and coordinate services with the appropriate vendor.
- Perform monthly and/or annual preventative maintenance tasks.
- Coordinate and oversee both routine and emergency maintenance and repairs for building systems, mechanical, and plumbing issues.
- Plan and coordinate projects, including remodeling, new construction, and facilities modifications, collaborating with internal teams and external vendors.
- Develop and manage facilities maintenance budget in partnership with Associate Director of Finance.
- Other duties as assigned.

Manage Facilities Assistant(s) & Customer Service & Safety (15%)

- Interact with facility users, providing information, and resolving issues.
- Partner with Steve Brown Apartments and EMI as needed
- Ensure the facilities comply with health, safety, and regulatory codes to provide a safe environment for occupants.
- Partner with the Hospitality Manager and team to ensure safety procedures are updated and current
- Manage Facilities Assistant(s) to schedule support and supervise duties

Personal and Professional Growth (5%)

- Under the direction of supervision of the Director of Operations, attend educational and ministry-related training that offers renewal and growth opportunities.
- Participate in staff meetings and gatherings as needed.



Essential Qualifications:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity, including care and concern for the whole body of Christ.
- Annually affirm SLBF Statement of Faith
- Experience: Minimum of 5 years of facilities, custodial, or construction experience is strongly preferred.
- Ability to perform manual tasks such as lifting up to 50lbs, standing, bending, and/or walking for extended periods of time required
- Education: High school diploma or equivalent, collegiate degree preferred
- Strong knowledge of safety and cleaning procedures required
- Good organizational, leadership, and communication skills required
- Good customer services skills and/or experience required
- Supervisory experience is preferred
- Basic computer/technology skills (Microsoft Outlook, Word, Excel, Web, etc.) required
- Knowledge of cleaning procedures, supplies, equipment, and basic facility maintenance.
- Ability to think critically, analyze situations, and make independent decisions to resolve issues.
- A valid driver's license is required
- Knowledge of OSHA regulations is preferred