



**Job Title:** Facilities Manager

**Status:** Full Time - 40 hours/week

**Supervisor Title:** Lead Pastor

**Salary Range:** \$52,000 and up, depending on experience.

### **Job Brief**

Facilities Manager performs many maintenance, safety and management tasks that promote a clean and safe working environment for the building's staff and visitors while providing custodial needs, setup/teardown for events and facilities maintenance.

### **Facilities Manager duties and responsibilities**

- Manages facilities in coordination with facilities staff, including the security and safety of all facilities
- Responsible to manage and oversee all landscaping work on property, including care and maintenance, and contacting service providers as needed
- Finalizes contracts with outside agencies or service providers for facility maintenance
- Coordinates with office staff on church calendar scheduling, providing room setup and equipment use
- Delegating cleaning and maintenance tasks to team members
- Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
- Performing routine maintenance on facilities and making repairs as needed
- Scheduling routine inspections and emergency repairs with outside vendors
- Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff
- Preparing facilities for changing weather conditions
- Collaborating with building owners and upper management on budgeting for facilities needs
- Maintain a custodial inventory and keep stocks at necessary levels
- Keep facilities cleaned, maintained and well-kept with an eye for excellence
- Maintain landscaping and the grounds (periodic maintenance)
- Review, inspect and report facility maintenance problems
- Create plans, pick up parts and complete projects in a timely manner
- Perform other work duties as assigned
- Report all issues directly to the Lead Pastor

### **Qualifications**

- High school diploma or GED required.
- Possess a background in plumbing, HVAC, general repair or professional/industrial cleaning with previous supervisory/leadership experience required.

- Ability to work well and complete tasks independently and with volunteer groups
- Be detail oriented in cleaning, maintenance and setup
- Ability to work flexible and modified hours for special events as directed
- Ability to regularly (weekly) move stacks of chairs, lift and stack chairs and carry up to 30 lbs.
- Ability to write, speak and understand English fluently
- Customer service oriented
- Strong communication skills to interface with service providers, staff, and visitors
- Strong mechanical skills to perform building maintenance tasks indoor/outdoor and at elevated heights (e.g. carpentry, electrical, ventilation, plumbing, HVAC and landscaping)
- Ability to work with common tools
- Ability to understand and follow directions as given
- Ability to pass criminal background check
- Be loyal and honest to the staff and attendees of Grace Church

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Employee Signature

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Date