

JOB DESCRIPTION

POSITION TITLE: Facility Manager

REPORTS TO: Executive Pastor

PRINCIPAL FUNCTION: As a member of the Support Staff of Bramalea Baptist Church, the Facility Manager will give oversight to and perform work related to the facility including repair and maintenance, and act as the primary liaison for building contractors for the facility, its equipment and property.

ADDITIONAL REQUIREMENTS: The facility Manager is a committed follower of Jesus who agrees with the vision, mission, and values of BBC. They should be Health & Safety certified, have first aid/CPR training, as well as “Working at Heights” certification. The church will assist in ensuring these qualifications are met. This role also requires a degree of physical labour.

RESPONSIBILITIES OVERVIEW:

Planning & Evaluation

- Ensure that the building and equipment are maintained in a safe, clean and orderly condition, and comply with all health, safety and fire regulations
- Maintain a service schedule and arrange service for fire systems (including panels, pull stations, emergency lighting, sprinkler systems and extinguishers), pest control, HVAC systems and equipment, elevator, kitchen equipment, and other building specific equipment
- Prepare a monthly Facility Report as a part of the larger Board of Directors Report
- Serve as the principal liaison for contractors and facility volunteers, including: arranging for service, seeking quotations when needed, maintaining and evaluating contracts related to the facility, follow-up of work performed by both volunteers and contractors
- Provide a Health and Safety function and develop a supporting team as appropriate
- Oversee and coordinate bookings/rentals from outside organizations

Volunteers & Training

- Develop a team of volunteers to assist with maintenance and repairs of the facility and grounds
- Provide direction, encouragement, and training necessary for volunteers and for staff and/or ministry leaders as needed

Budgeting

- Make recommendations regarding the annual facilities budget, being proactive in considering the needs to help keep the facility in excellent condition

- Monitor expenditures related to the facility, liaising with the Executive Pastor for approval of facility related expenditures

Repairs and Maintenance

- CARPENTRY: minor repairs as needed
- PLUMBING: identify and perform basic repairs of plumbing such as leaks or breaks, clogged drains and lines, washers and other minor parts, arrange for major repairs as required
- PAINTING: prepare various surfaces for painting and apply coating (paint, varnish, etc.) as needed, repair wall coverings
- GROUNDS: ensure that the grounds are maintained in a clean and orderly manner, that entranceways are kept free of obstruction and are salted and shoveled in winter months; act as key liaison and monitor the work of the landscaping contractor
- WASTE REMOVAL: monitor garbage and recycling as needed, act as primary contact for recycling/waste removal companies
- Other facility related duties as required

Team Relationships & Ministry Support

- Attend and participate in staff devotionals, Staff Leadership Team meetings as needed and all team building gatherings
- Maintain healthy relationships with SLT and Support Team members
- Maintain open and clear communication with the Executive Pastor and Lead Pastor
- Participate in the annual self-assessment performance reviews
- Assist in set-up and tear down for ministry related needs during regular office hours
- Work with other staff to assist in the planning and execution of larger church-wide events
- Serve as the key liaison for staff, ministry leaders and other volunteers with questions/concerns regarding facility issues

Security

- Maintain and track key control, distribution of keys and pass cards; program door codes and monitor activity
- Ensure proper functioning of fire panel at all times; primary contact for fire services
- Monitor video surveillance system; primary contact for security company
- Monitor and maintain other aspects of the security environment such as door contacts and motion sensors
- Maintain and update emergency evacuation program including maps
- Maintain a Fire Safety Plan
- Carry the BBC cell phone 24 hours per day, 5 days per week.
- Assist with the oversight of the weekend lockup teams, and coordinate handoff of the phone and weekend package

IT

- Assist with the maintenance and development of IT as abilities allow

OTHER DUTIES AS REQUIRED