



ALL CHURCH

Facilities Manager | Full-Time

Purpose:

The Facilities Manager is responsible for overseeing the maintenance, upkeep, and functionality of the church building, grounds, and equipment, ensuring a safe, clean, and operational campus by managing contracts with service providers, inspecting the facility for safety compliance, coordinating renovations, and managing budgets for facility-related expenses; acting as the primary point of contact for all facility-related issues and ensuring smooth operations throughout the property.

Reports to:

Executive Manager of Operations

Responsibilities:

Facility Maintenance & Operations

- Interior of Building
 - Oversee daily cleaning and maintenance of the building and mechanical systems.
 - Create and manage preventive maintenance schedules for HVAC, electrical, plumbing, and other major systems.
 - Conduct regular walkthroughs to identify repairs, safety concerns, and improvement opportunities.
 - Ensure all facilities remain safe, clean, and prepared for weekly services and church events.
- Exterior of Building
 - Oversee the landscaping and lawncare on the property
 - Manage the shed and the organization of everything in it.
 - Oversee all snow removal in the winter

Team Leadership

- Recruit, equip, and support volunteers serving in facility-related roles.
- Maintain a healthy, positive, and productive work environment.

Event & Ministry Support

- Coordinate facility setup, teardown, and logistics for church services, ministries, and special events.
- Ensure rooms and equipment are prepared according to ministry needs.
- Serve as the point of contact for staff and ministry leaders regarding facility usage.
- Manage the facility calendar and building usage requests.

Safety & Compliance

- Oversee building security, including access control, keys/fobs, and alarm systems.
 - Oversee the volunteer security team.
- Ensure church facilities comply with local building codes, fire regulations, and safety standards.
- Maintain documentation for inspections, repairs, and safety procedures.

Budget & Vendor Management

- Develop and manage the annual facilities budget, including forecasting for repairs and capital projects.
- Obtain bids, negotiate contracts, and supervise work performed by outside vendors or contractors.
- Track expenses and manage inventory of supplies, equipment, and tools.

Stewardship & Long-Term Planning

- Provide long-term facility planning, including lifecycle management of equipment and building systems.
- Recommend upgrades, renovations, and energy-efficient solutions.
- Ensure excellence and stewardship in caring for the church's physical resources.

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.