

JOB DESCRIPTION

Position: Facilities Manager
Revised Date: July 23, 2025
Reports To: Chief People and Operations Officer
Employment Status: Full Time
FLSA Status: Exempt
Hourly Requirement: 40+ Hours Per Week
Location: Living Word, Red Lion, PA – Onsite



Position Summary:

The Facilities Manager is responsible for leading, maintaining, and improving the physical infrastructure, buildings, and grounds of Living Word. This individual ensures that the campus is safe, clean, well-maintained, and ready to support programs, events and room rentals. The role includes oversight of daily facility operations, staff and vendor management, maintenance planning, and emergency preparedness. The Facilities Manager works closely with ministry leaders and outside vendors to provide a high standard of service and hospitality across all facility-related areas.

Essential Job Responsibilities:

1. Facilities Leadership and Oversight

- Manage and oversee the day-to-day operations of the church campus, including building systems (HVAC, plumbing, electrical, safety), security, and custodial services
- Develop and implement preventive maintenance schedules and procedures
- Maintain all facility systems to ensure efficiency, safety, and compliance with codes and regulations
- Respond promptly to facility-related emergencies, coordinating necessary actions and communications, inclusive of after-hours incidents
- Perform/coordinate ongoing and/or routine repairs of facilities, equipment and vehicles. Includes grounds, landscape maintenance and snow removal
- Ensure onsite and offsite storage locations are well organized, safe and clean

2. Team Management

- Supervise and support a team of facilities staff, including volunteers and event setup personnel
- Recruit, train, schedule, and evaluate facilities employees and volunteers
- Provide clear direction, performance feedback, and professional development opportunities
- Foster a healthy team culture that aligns with Living Word's values with attention to excellence, stewardship, and hospitality

3. Planning and Coordination

- Coordinate all facility-related aspects of events and room rentals, ensuring rooms and spaces are properly set up and restored
- Work collaboratively with ministry leaders to understand and support upcoming events and program needs
- Oversee facility work orders, project timelines, and contractor/vendor engagements
- Develop and manage the facilities budget in alignment with operational priorities

4. Stewardship and Compliance

- Ensure that all facilities are clean, secure, and welcoming for staff, volunteers, and guests.
- Manage building access, keys, and security protocols
- Maintain appropriate documentation, licenses, inspections, and safety protocols
- Monitor and ensure compliance with local, state, and federal building codes and environmental regulations

Qualifications:

- Personal life consistent with Biblical standards. Excellent reputation of Christian character and integrity. Embody and model a life of discipleship, actively practicing the ways of Jesus
- 3+ years of relevant experience in facilities or operations management
- 2+ years of experience leading a team of staff or volunteers
- Work schedule: full-time position – typically Sunday thru Thursday with flexibility to cover evening needs. On-call availability required for facilities-related emergencies
- Demonstrate flexibility and adaptability in responding to the dynamic needs of the church. This includes adjusting to changing priorities, schedules, and facility demands
- Strong ability to troubleshoot and resolve facilities issues effectively and efficiently
- Great attention to detail, problem solving, and communication skills
- Knowledge of mechanical systems, building maintenance, and custodial best practices
- Proficiency with basic computer applications and facility management tools
- Ability to frequently lift, carry, or move up to 70 pounds and perform physical tasks related to maintenance and event setup. Possess high level of physical strength, stamina and energy
- Foster a positive, trust-filled work culture through healthy relationships and exceptional performance
- Agreement with and commitment to Living Word's mission, values, beliefs and standards for professionalism, integrity, and Christian character
- Subject to many interruptions; prolonged standing; and occasional pressure due to deadlines and multiple job demands
- Maintain valid Pennsylvania driver's license
- Performs additional responsibilities as ministry needs evolve

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

LWCC expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. LWCC retains the sole right to exercise all managerial functions set forth therein.