

Northwest Church

Facilities Manager Prospectus

Role: The Facilities Manager is charged with ensuring the day-to-day operation of the church facility and will manage all aspects of building upkeep, including routine maintenance, repairs, and preventative care for our mechanical, electrical, and plumbing systems. Responsibilities also include repairs and maintenance of four parsonages, supervising external contractors and a team of custodians, managing inventory, and ensuring compliance with all safety and health regulations. Additional duties include administrative tasks of maintaining budgets, processing invoices, shift scheduling, and timely communications.

Preferred Skills/Abilities:

- Basic skills in repair & maintenance of commercial facilities
- Strong work ethic and adherence to policies & processes
- Strong follow-through and communication skills
- Ability to work in a busy environment prioritizing deadlines
- Organizational and supervisory skills
- Proficient with Microsoft Office, Apple/Mac products

Hours & Schedule: This is a full-time position (40 hours per week), Wednesday-Sunday

Compensation: The salary for this full-time position ranges \$60,000-\$80,000 based on training and experience. Benefits include paid vacation, sick time, and medical, dental & vision insurance.

Current Ministry Scope: This position leads the Facilities Department, under the direction of the lead pastor, and is responsible for the care and maintenance of the 64,000 sq ft main building, grounds, and four parsonages. A heart of service along with a mind for administration is required to successfully fill this role.

Vision: To care for the main facilities of Northwest Church in such a way that the building is clean, safe, stewarded with excellence, and that all ministries are supported in their mission of making disciples.

By submitting my resume, I agree that I have read the above qualifications and believe I have the skill set and experience needed to apply for this position.

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