

Facility Manager

Title

Facility Manager

Purpose

The appearance of the church facility demonstrates our stewardship of God's blessings. The congregation has a responsibility to maintain and improve the facilities God has provided for our study and worship. The facility manager provides a wide variety of skills to keep the church facilities in excellent condition, including hands-on maintenance, work delegation, supervision and management of maintenance and custodial crews, management of construction projects, and coordinating volunteer work days.

Responsible to

Pastor

Description of duties

- Maintain the building and its systems in a good working manner.
- Maintain the lawns and landscaping of the church facility.
- Clean interior of building (the cleaning schedule will be provided).
- Be available for emergencies and breakdowns.
- Work with and keep staff informed of maintenance problems and issues.
- Maintain, repair, and recommend upgrades to the following mechanical systems:
 1. Heating and air conditioning.
 2. Plumbing.
 3. Electrical system and lighting.
 4. Alarm system.
 5. Fire alarm and sprinkler systems.
- Perform (or arrange to have completed) minor interior repairs on doors, shelving and cabinets, windows, moldings, trim, and touch-up painting.
- Perform (or arrange to have completed) minor exterior repairs and maintenance on doors, windows, and painting.
- Perform regular lawn-mowing, trimming, weeding, fertilizing, tree and shrub pruning, repair and reseeding of damaged lawn areas, picking up of debris in parking lot and other exterior areas.
- Set up for classes and various events.
- Keep general storage areas organized and clean and solve storage problems.
- Help organize work parties to perform spring and fall cleanings and maintenance not performed by outside companies or janitorial services.
- Purchase needed supplies and equipment within established budgets.
- Develop an annual maintenance budget.
- Maintain a directory of outside maintenance services for major repairs and maintenance, and develop a process for using these services.

- Purchase basic tools and equipment for routine maintenance and repairs.
- On call in cases of emergency.
- Maintain keys and key lists for facility.

Time requirements

40 hour.

Must Have

- High School Degree.
- Leadership and organizational skills.
- Physical health to maintain cleanliness of building.
- Genuine attitude of caring for the congregation, staff, and guests of the church.
- Possess a “whatever it takes” attitude.
- A positive attitude.
- A servant’s heart.
- A cooperative team spirit.
- Take pride in keeping the entire church facility clean, safe, and in good functioning form.
- Authentic and growing relationship with Christ.
- Able to work independently, with little or no supervision.

Good to have

- College degree
- Basic knowledge of plumbing, electrical systems, landscaping, carpentry.

Benefits to the Worker

Satisfaction that you are helping the church maintain and upgrade its buildings and grounds, and assisting the church in practicing good stewardship of its resources and property.

Time Requirement:

- 40 hours
- M, T, W, TH, Sunday