

## JOB DESCRIPTION FOR THE FACILITIES MANAGER

**Purpose:** The Facilities Manager is responsible for assuring successful operation and function of the church's building and grounds in support of its mission. The position is responsible for completing and/or overseeing maintenance of all systems for plumbing, electrical, HVAC (heating ventilation air conditioning), security, telecommunications, sound, lighting, fire safety, digital recording and irrigation. The position also requires completion of carpentry, painting, and masonry work to maintain the interior and exterior of the church, part of which is 80+ years old. The position is full time, 40 hours per week, with flexible hours. The position reports to the Senior Pastor and works closely with the Office Manager.

**Specific Duties:** The Facilities Manager is responsible for completion of the following:

1. Performing preventive maintenance activities on a weekly, monthly, quarterly or annual basis to reduce wear and tear or breakdown of systems, including computer systems;
2. Assessing system breakdowns and determining the kind of repairs that are required
3. Completing in-house system repairs when possible;
4. Scheduling outside vendors, when necessary, to meet on site, review system failures, request estimates, authorize and oversee repairs;
5. Maintaining computers, printers, and server with battery back-up system, updating software, resolving malfunctions, and calling for outside help when necessary;
6. Extending telecommunications systems, including telephones, computers, and wireless local area network, throughout the building and making regular adaptations to meet changing requirements in support of new activities;
7. Researching, recommending, and installing new equipment, including software;
8. Setting up and taking down the chairs and tables in fellowship hall and other rooms to accommodate regularly scheduled weekly or monthly activities as well as special events;
9. Meeting deliveries and escorting vendors to the appropriate room to unload bulk items;
10. Communicating regularly with all staff members and participating in regular meetings to coordinate schedules and assure readiness of the facility for all activities;
11. Serving as the staff liaison with the church Building and Grounds Ministry Team;
12. Participating with the Building Design Task Force;
13. Working with lay leaders and volunteer workers in support of regular activities and special projects;
14. Meeting building inspectors and resolving any deficiencies;
15. Removing kitchen trash to the alley dumpster after food is served to large groups;
16. Police the grounds daily;
17. Check restrooms and replace paper towels and toilet paper daily;
18. Change light bulbs as needed;
19. Shampoo carpets as needed, and;
20. Any other duties as required

**Minimum Qualifications:**

1. Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, electronics, and telecommunications work;
2. Ability to read and interpret complex instruction manuals for HVAC, telecommunications, security, fire safety, sound, lighting, audio-visual, and digital recording systems;
3. Interest in researching appropriate new applications or upgrades;
4. High level organization skills and attention to detail, including architectural details;
5. Maturity and flexibility in working with a diverse membership with competing priorities; and
6. Strong interpersonal skills, including successful verbal and written communications with staff, members, and vendors.