

Facilities Manager

Summary

The facilities manager oversees all aspects of building functions and guarantees the safety and functionality of all facilities. This person supervises custodial staff, vendors, and volunteers. Duties include running routine safety inspections, corresponding with contractors, planning maintenance work, maintaining records, supervising facilities staff and allocating space and physical property for church events.

Essential Functions

Management of church property – 35%

- Work with volunteers and vendors providing services to maintain landscaping at both campuses, including mowing and trimming of lawns
- Work with vendors and volunteers to ensure parking lots get plowed after snowstorms and snow and ice removed from sidewalks
- Work with vendors to make sure paper products and cleaning supplies are stocked and available for staff and church events
- Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
- Open buildings & conduct walk-through of facilities daily
- Handle all internal scheduling of rooms and events
- Coordinate room and property use by outside groups with the Director of Outreach
- Setup rooms and sanctuary for scheduled programming
- Organize and manage cleanup days of grounds twice a year
- Oversee facility needs for weddings and funerals
- Ensure weddings and funerals go smoothly for participants
- Help decorate church sanctuaries in Madison and Verona

Maintenance of church property– 35%

- Maintenance
 - Create & prioritize Maintenance Request (MR) tasks
 - Respond timely to maintenance requests (MR)
 - Preventative Maintenance (PM)
 - Records of PMs and Life Safety
 - Weekly Admin PM Updates
- Repair
 - Fix property that breaks or hire qualified people to do it
 - Fix lawn and snow equipment
 - Fix drywall and paint walls
 - Fix or hire appropriate people to fix HVAC equipment
 - Provide proper maintenance on vehicles and equipment owned by the church
 - Fix or work with vendors to maintain or fix the church's plumbing or electrical systems
- Testing
 - Work with vendors to make sure HVAC systems are running properly
 - Make sure appropriate tests are performed on elevators
 - Kitchen equipment
 - Perform monthly elevator fire and visual inspection

- Schedule and perform annual fire inspections
- Test water as needed
- Test fire system at each campus monthly
- Make sure lighting systems are working properly
- Security
 - Managing Security System (testing and maintenance)
 - Respond to Alarms
- Purchasing Supplies
 - Responsible for purchasing supplies for both campuses, including housekeeping and maintenance supplies

Cleaning of church property – 20%

- Work with vendors providing custodial services to make sure both church properties are cleaned daily
- Fill in when custodians or vendors call in sick or when there is turnover.
- Shampoo carpets as needed
- Wax floors as needed

Budgeting and Planning – 10%

- Property budget forecasting (Maintain five-year Facility Use Plan)
- Attend quarterly Facilities Committee meetings
- Recruit volunteers to help with projects and ongoing facility needs
- Attend monthly staff meetings

Competencies

- Advanced mechanical skills and knowledge of plumbing, HVAC and other building systems
- Proficiency with repair tools and techniques
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, members, guests, vendors and team members
- Organized and detail oriented, process oriented, great time management, flexible
- Must have good trouble shooting and problem-solving skills, along with keen attention to detail
- Able to read and understand complex electrical, mechanical and automation systems
- Demonstrated leadership skills

Work Environment

This job operates in a professional environment. This role routinely uses standard office equipment such as computers and phones. This job also requires the person in the role to use machines such as vacuums, mops, lawn mowers, trimmers and other devices to keep the church looking clean and attractive.

Physical Demands

Duties performed by this position may require the ability to go up and down stairs, stand for a prolonged period, ability to lift and move up to 50 lbs., and other functions requiring a basic level of physical ability. This job also requires the employee to move heavy equipment regularly.

Travel

The position requires a valid driver's license to drive a vehicle provided by the church to go between the two campuses and pick up supplies.

Position Type & Classification

- The facilities manager is a salaried non-exempt position not eligible for overtime compensation.

- Reports to the Director of Administration.
- The facilities manager will normally be scheduled to work Sunday through Thursday
- The facilities manager will be expected to work extra hours on all major church holidays and during events during the week, such as Feed My Starving Children and the Youth Chili Cookoff. The facilities manager will rearrange their schedule to account for these events. If that is not possible, the facilities manager can work with the Director of Administration for extra PTO to compensate for the extra hours worked for special events.

Required Education and Experience

- High School diploma
- Three to five years of previous experience maintaining buildings is required
- The position requires a valid driver’s license.

Additional Eligibility Qualifications

None is required for this position.

Equal Employment Opportunity Employer

The church is an Equal Opportunity Employer. Except as otherwise allowed by law, it is the church’s policy and practice not to discriminate against any person based upon his or her race, color, creed, citizenship, national origin, ancestry, age, sex, marital status, sexual orientation, disability, arrest or conviction record, members in the national guard, state defense force or any military reserve component, or any other classification protected under applicable federal, state, or local law.

Where reasonable accommodation is necessary to allow qualified individuals with known disabilities to perform the essential functions of their job, the church will make such accommodations unless doing so would result in an undue hardship to the church.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with the employee’s understanding and agreement.

Signatures

This job description has been approved by all levels of management.

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Supervisor_____ Date_____