

## **Facilities Manager**

### **Purpose:**

To manage and maintain the church building and properties, interfacing with all levels of leadership, staff, volunteers, congregants, and outside guests regarding facilities to support and assist anyone using the PBF facilities.

### **Working Relationships:**

1. Accountable to: Executive Pastor
2. Works with: Administrative Assistant, general staff, volunteers, congregants, and special event groups.
3. Oversees: Church facilities and grounds, groups utilizing the church facility, and church owned facilities related structures and equipment.

### **Responsibilities and Expectations:**

#### ***Facilities Management for Main Church Building***

1. Oversee the physical building and its usage.
  - Work with the Administrative Assistant to distribute keys and maintain awareness of their whereabouts.
  - Develop a daily, weekly, monthly, and annual list of tasks and assignments that need to be completed and work the plan.
  - Generate yearly facilities budget, finding new ways to reduce costs.
  - Inform Executive Pastor of upcoming major expenditures needing to be made (Future Major Repairs List)
  - Provide setups, hosting and tear-downs for Special Event Usage including: weddings, baptisms, memorials, and in-sanctuary events/functions
  - Provide community service projects, keeping track of and recording hours.
  - Sunday Services
    - Be present during regularly scheduled Sunday services.
    - Assist with any issues.
    - Monitor heating/cooling of building
    - Provide support for the Parking/Security Team
    - Lock up and turn lights out after everyone leaves
  - Develop an opening and closing checklist for building usage.
    - Manage all security checks and records.
    - Follow up on issues with the last building user.
  - Assist with seasonal decorating through volunteer recruitment and assistance.
  - Assist with office and room changes.
2. Interface with staff on building-related issues
  - Coordinate calendar and upcoming events with Administrative Assistant
  - Meet regularly with Facilities Clean-up Lead
    - Contact weekly in regard to set ups, special events, and last minute changes.
  - Meet regularly with Executive Pastor to discuss any facility issues.

- Meet regularly with inspectors for purposes of maintaining building standards.
- Coordinate volunteer involvement
  - Recruit volunteers for the following events: on-going maintenance, biannual work party, seasonal decorating, specific work projects.
  - Recruit specialized volunteers for specific projects: electrical, plumbing, IT, etc.
  - Working with relevant Church staff, develop and maintain a database of volunteers
  - Oversee volunteer follow-up and appreciation.
- Monitor usage of facilities

### ***Building Maintenance for Main Church Building***

1. Document and file physical changes of building
2. Organize and oversee appliances and fixtures (installations, repair, and maintenance)
  - Fire systems – sprinklers, fire extinguishers, fire alarm
  - Kitchen appliances and range hood
  - Elevator
  - Alarm system
  - Others as needed
3. Comply with new building codes within a timely manner and inform staff of changes.
4. Generate and implement improvement projects (painting, carpeting, etc.)
5. Maintain and manage the relationship with any outside vendors.

### ***Grounds Maintenance***

1. Document and file physical changes of church facilities and grounds
2. Maintain and repair outdoor fixtures and grounds equipment.
3. Maintain grounds and oversee lawn care, including regular pest control.
4. Generate and implement improvement projects (plantings, trees, weeding and blackberry control, etc.)
5. Manage tent usage for groups requesting the tent, utilizing volunteer involvement to assist in tent set up and tear down.

### **Qualifications:**

- Must have two years of previous management skills.
- Must have working knowledge of electrical, plumbing, and basic repairs.
- Must have a strong sense of timeliness and good work ethic.
- Must have good organizational skills and be able to plan for upcoming events and their effects on building usage.
- Must be a good communicator with all people.
- Experience in development of and leading teams.
- Must be able to lift a minimum weight of 50lbs.
- Must have a flexible schedule and be understanding to last minute changes.

## **Hours and Schedule**

- 40 hours per week (Sundays and occasional evenings).

## **Benefits**

- Paid sick leave, vacation, and holidays consistent with the Employee Handbook.
- Cell phone reimbursement \$50 a month.
- Retirement match opportunities
- Mileage reimbursement
- Life Insurance