



## **JOB DESCRIPTION**

**JOB TITLE:** Facilities Manager

**REPORTS TO:** Executive Pastor and Deacon Board

**EXEMPT STATUS:** Non-Exempt Part Time Hourly (20 hours per week)

**ANTICIPATED SCHEDULE:** Sun. 8am-12pm, M-Th 10am-2pm

### **RESPONSIBILITIES:**

- **Maintenance and Repairs:** Ensure that the church's buildings and grounds are well-maintained, safe, and operational. This includes routine checks, repairs, and preventative maintenance.
- **Space Utilization:** See to it that tables and chairs are set for mid-week and Sunday morning groups. Interface with STAR Academy regarding its weekly classroom needs.
- **Equipment Management:** Confirm that all equipment (from HVAC units to Sprinkler systems) is functioning properly and serviced regularly.
- **Vendor Management:** Oversee contracts and relationships with outside vendors, including landscapers, janitorial services, and equipment repair professionals.
- **Regulatory Compliance:** Make sure church facilities comply with local, state, and federal regulations, including building codes, fire safety, and ADA requirements.
- **Staff Management:** Manage, train, and oversee facility staff and volunteers.

### **KEY SKILLS AND ABILITIES:**

- Strong work-ethic
- Detail oriented
- Organizational and planning skills
- Problem solving ability
- Safety awareness
- Servant heart

### **QUALIFICATIONS:**

- Ability to lift up to 50 lbs. without assistance
- Mechanically inclined
- Understanding of cleaning techniques and safety procedures
- Self-starter AND team player
- Communication, comprehension, and interpersonal skills
- Live Scan background check
- Schedule flexibility a plus