

# FACILITIES BUILDING MANAGER

Flatirons Church | Longmont Campus

## REPORTS TO:

Facilities Supervisor

## CLASSIFICATION:

FULL-TIME//SALARY// NON PASTORAL//ON-SITE//INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

---

## WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

## RAW AND REAL. FUN. INNOVATIVE

Flatirons Church isn't looking for just another Facilities Building Manager. We are looking for someone who is passionate about being responsible for establishing a facilities team of volunteers within their specific campus focus, and is responsible for upholding facilities values, standards and systems within that campus. Along with the facilities supervisor, they monitor the budget to control costs. With input from other facilities staff, they select and contract with vendors for services at all facilities. They provide advice, counsel and support to campus staff. If building is leased, they create work orders for management company and are contact with landlord.

---

## WHAT YOU BRING

### PERSONAL QUALIFICATIONS:

- Submits your life to God and the authority of His Word.
- Model a commitment to developing the character of Christ.
- Understand and support Flatirons' vision and values; filters decisions through that lens.
- Embrace key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplify qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willingness to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong team culture.



## PROFESSIONAL QUALIFICATIONS:

- Superior communication skills, written and verbal.
  - Positive, professional, self-starter who possesses the ability to organize, adjust and prioritize responsibilities with minimal direction and supervision.
  - Ability to multi-task with excellent time management.
  - Experience with recruiting and caring for volunteer teams is preferred.
  - Proven success in a collaborative work environment that demonstrates a strong sense of initiative and work ethic.
  - Experience with Excel, Word, Microsoft Suite, and familiar with project management software.
  - The ability to stand, stoop, bend, lift, walk, climb stairs, ladders, and catwalks up to 60 feet as required and lift weights up to 25 pounds.
  - The ability to work in a varied outdoor environment (cold, hot, dry, dusty, rainy).
  - The ability to use job-related equipment.
  - 2+ years' experience in facilities maintenance or related construction experience.
  - General knowledge of electrical, plumbing, fire, lighting, and HVAC systems.
  - Understands governmental regulations and building codes and compliance.
- 

## WHAT YOU'LL DO

- Recruit, care for, pastor, and mobilize facilities volunteers at assigned campus.
  - Maintaining clear communication and collaboration with the campus staff and ministry teams
  - Contact preferred contractors and vendors and maintain relationships with vendors.
  - Responsible for campus facilities budget.
  - Over-see/approve supply ordering for campus.
  - Ordering all relevant supplies to ensure the campus team and volunteers have the required resources.
  - Processing work orders and maintaining the Planning Center data base for upcoming events.
  - Coordinating the cleaning and maintenance of campus; including setup and tear down for events.
  - Responsible for auditing cleanliness and maintenance needs of assigned campus.
  - Other duties as assigned.
- 

## COMPENSATION & BENEFITS:

- **STARTING SALARY** \$60,000 - \$66,000 - We recognize the value of your skills and dedication as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is designed to reflect your expertise and commitment to our mission.
- **HEALTH COVERAGE** - Enjoy peace of mind knowing you're covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can

also customize your coverage with optional buy-up options, including voluntary insurance coverages, ensuring you're supported in every aspect of life.

- **TIME OFF** – We believe in the importance of rest and renewal. You'll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ's love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.
- **ACADEMY DISCOUNT** – We're committed to your growth of and the growth of your family. That's why we offer a tuition discount at Flatirons Academy to develop your kids' faith and knowledge.