



## Role: Building Manager

**Role Type:** Full-Time Hourly - Mon-Thurs 7:30 a.m.-4:15 p.m. and Sunday 6 a.m.-1 p.m.  
(40 paid hours)

**Responsible to:** Director of Operations

**Oversees:** Facilities and Volunteer Teams

**Member of Teams:** All Staff, Operations Team

**Pay Rate:** \$28.00/hr

## Purpose

Actively engage in all aspects of facility management and preventative maintenance in order to create a world-class environment where people can easily and safely experience that following Jesus makes life better. The Building Manager will be focused on the pursuit of excellence and the removal of environmental barriers that hinder ministry at Eastern Hills.

## Responsibilities

- Ensure the operational readiness of the church, specifically in the area of facilities
- Work proactively to provide an excellent experience for all staff, volunteers, and attendees
- Manage the upkeep of the building, grounds, all equipment, and systems to maintain working order and meet safety standards and to determine the need for repairs or renovations
- Research and recommend new solutions to support and improve the facilities/grounds
- Maintain appearance of building and grounds ensuring the facility is inviting and ready for all activities
- Create, develop, and lead volunteer teams
- Provide real-time support for ministry activities when requested
- Confirm the setup of all ministry areas for all approved weekly ministry activities
- Manage snow removal and lot safety during winter months
- Provide/delegate after-hours building setups, cleanups, opening and closing of building as needed
- Oversee and develop vendor contracts and relationships
- Manage the facilities financial plan
- Complete all support tickets within 3 business days
- Manage all necessary administrative tasks such as answering email, phone, and updating dashboards
- Serve as an active member of the weekly All Staff and Operations Team meetings
- Other duties as assigned by the Director of Operations

## Qualifications and Requirements

- Education
  - H.S. Diploma or equivalent
- Skills
  - Preventative maintenance - 3 years
  - Facilities management - 2 years
- Physical
  - Ability to lift up to 100 lbs
- Other
  - Reliable vehicle or other transportation
  - Ability to conform to professional dress code

## Expectations

- This person demonstrates a growing relationship with Jesus by prioritizing daily time with God.
- This person maintains a good reputation in the church community by carrying him or herself with utmost integrity and character.
- This person exhibits biblically-based leadership skills, communicating vision tactfully and with a servant's heart.
- This person has a heart for the families of the church, growing disciples, and reaching out to our community.
- This person participates in giving to the church, serving the church, and engaging in growth opportunities at church separate from one's own ministry.
- This person values praying, worshiping, and having fun with coworkers in team settings.
- This person is able to manage healthy rhythms of work and rest, and will proactively reach out for support when needed.

## Staff Values

1. We Are Curious In Faith Not Callous In Routine.
2. We Are Passionate Leaders Not Passive Commentators.
3. We Assume The Best In Others Not The Worst In Motives.
4. We Create In The Unknown Not Settling For The Safe.
5. We Like To Party Together, Not Just Perform Together.