



MANAGER OF FACILITIES

The Manager of Facilities is an integral member of the staff team and is responsible for overseeing the management and operations of the church's physical facilities, including the buildings, grounds, parking lots, building systems, equipment, general security, and housekeeping for two campuses. This person will ensure the facilities are fully operational, safe, clean, and prepared for ministry activities. They will oversee and/or perform maintenance and repairs (buildings, grounds, HVAC, electrical, plumbing, mechanical, equipment) and serve as a church representative with outside contractors or inspectors. The Manager of Facilities reports to the Director of Administration.

ESSENTIAL FUNCTIONS

- Manage and/or perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security).
- Ensure all church facilities and grounds are well maintained and ready for Sunday services, weekly ministry, and events.
- Oversee cleaning contractors and perform janitorial/cleaning of facilities mid-week, weekends, and as needed.
- Purchase and maintain building supplies and equipment on an on-going basis.
- Serve as primary contact for facility-related emergencies, which may require evening and weekend work.
- Oversee and provide room set up and take down for meetings, special events, worship, weddings, memorial services, and otherwise as directed.
- Work with appropriate government authorities to ensure buildings are safe and meet current code requirements; be familiar and ensure compliance with OSHA regulations and standards.
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials.
- Manage budgeted expenditures related to the buildings and grounds repairs and maintenance.
- Work with the Director of Administration to report problems, solutions, and costs associated with projects outside of the approved budget and provide input to development of the annual budget.
- Schedule and coordinate work with outside contractors, as necessary.
- Develop and manage volunteer facilities teams. Schedule and coordinate team efforts, as needed. Serve as point of care for all facilities team members.

QUALIFICATIONS AND EXPERIENCE

- Demonstrate a vibrant and growing relationship with Jesus Christ and alignment with Community Church's mission, vision, and Statement of Faith.
- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems.
- Capable of coordinating multiple tasks and adjusting to changing priorities, meeting deadlines, and scheduling within a growing church. Able to remain calm and Christlike under pressure or when receiving negative feedback.
- Ability to recruit and train others so the church is fully equipped to respond to any need pertaining to grounds and facilities.
- Demonstrate sound judgment and discretion, maintaining confidentiality as necessary.
- Knowledge of Microsoft Office or G-Suite, as well as the approaches and techniques involved in budgeting, contract management, project management, and record keeping.

EDUCATION AND CERTIFICATIONS

- Maintenance and technician certifications are desirable.
- Minimum of five years in facilities management or related occupation; experience in one or more technical areas of HVAC, electrical, electronics, plumbing, security controls, landscaping, construction, or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK SCHEDULE

The employee will be required to work a minimum of forty (40) hours per week, or as many hours as it may take to perform the above duties. The regular schedule will include Sundays. Christian holidays, such as Good Friday, Easter, Christmas (if on a Sunday), and Christmas Eve may require availability and hours to be worked if worship services are conducted those days. The week leading up to holidays may be unavailable for personal vacation. Schedules may vary based on event demands and may require a combination of weekday business hours as well as work performed after hours and/or weekends if necessary.

HOW TO APPLY

Please email a cover letter and resume to michelehaffner@westbendchurch.org.