



Position Title:	Facilities Manager	Supervisor:	Operations Director
Department/Group:	Facilities	Salary/Hourly	Salary
Hours/week:	40	Typical Schedule:	Monday - Friday

Primary Purpose of Position	Manage Housekeeping & Facilities Staff. Manage & perform routine duties to maintain, repair, and upgrade the interior & exterior infrastructure of the church property.
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Essential Functions:

- Manage the housekeeping staff and assist as needed.
- Conduct interior facility maintenance and upgrade projects. Manage contractors when required.
- Conduct routine landscaping activities such as mowing, irrigation, and pruning. Recruit volunteers to aid and assist with landscaping projects.
- Maintain exterior infrastructure such as roofs, windows, siding, pavement, lighting, and fencing.
- Recruit and coordinate volunteer support to assist with maintenance and minor construction.
- Transport maintenance & construction materials to be received or delivered using the church van, trailer, or personal vehicle.
- Provide after-hours response to facility abnormal conditions associated with intrusion, fire alarms, equipment failure, etc.
- Create and effectively manage the facilities and housekeeping budget including various reporting..

Job Requirements:

- Your first and primary responsibility is to cultivate your own spiritual formation.
- A confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family.
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EDCF employee handbook.
- Be an active congregant of EDCF and become a member within 1 year of hire.
- Effective Management & leadership skills, displaying emotional health.
- Proven Team Builder
- Self-motivated to study and improve knowledge and skills in areas of responsibility as needed.

- Flexibility and adaptability to respond to the evolving needs of the EH ministry and the church community

PREFERRED SKILLS, QUALIFICATIONS AND EDUCATION:

- High School Diploma or equivalent.
- Construction / Facilities Maintenance Experience

PHYSICAL DEMANDS:

- Walking and/or sitting for up to eight hours daily, lifting up to 50 pounds, able to carry objects up and down stairs, office equipment operations.

**The physical demands described here 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 to perform essential functions.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	