

FACILITIES MANAGER JOB DESCRIPTION

The Facilities Manager is responsible for assuring the successful operation and function of the church's building, systems, and grounds in support of its mission.



RESPONSIBILITIES: The Facilities Manager will –

1. Perform or oversee preventative maintenance and operation of the church building, including but not limited to the HVAC (heating, ventilation, and air conditioning), plumbing, electrical, lighting, fire safety, security systems, and custodial services.
2. Work with HVAC computerized control system to monitor the HVAC systems. Maintain occupied/unoccupied schedules for each space in the church based on uses as shown on the church calendar. Work with HVAC Service Contractor to maintain system. (Trustees will provide someone to work with the Facilities Manager on these controls.)
3. Communicate regularly with other staff members to coordinate schedules and assure readiness of the facilities for all activities.
4. Assess system breakdowns and determine the repairs needed. Obtain advice/recommendations from members of the Trustees or congregation in their areas of expertise as needed.
5. Schedule outside vendors or contractors to make planned or emergency repairs to the building, equipment or systems as authorized by Trustees. Authorization may be in generalized limits.
6. Work with the Trustees to carry out major projects. Serve as the on-site contact for these projects.
7. Maintain accurate records of all maintenance repairs and review/approve invoices for maintenance/repairs with guidance from Trustees.
8. Manage and supervise custodial needs of the church. Establish procedures and timing for cleaning church facilities. Obtain outside contractors as needed. Assist in establishing the custodial budget.
9. Provide support with set up and take down of chairs, tables, and other equipment for events, such as meetings, worship, weddings, funerals, and otherwise as directed.
10. Supervise custodial employees, contractors, and vendors as they relate to maintenance.
11. Promote a positive team attitude with employees and volunteers.
12. Oversee and assist teams of volunteers providing church maintenance services such as cleaning, painting, and landscaping.
13. Develop and maintain a relationship with all contractors and vendors ensuring efficient facility operations.
14. Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials. Maintain Material Safety Data Sheet (MSDS) system.
15. Work with Trustees and Finance Committee to develop and manage annual facility budget.
16. Distribute and manage building access codes and keys.
17. Maintain church building inventory list with assistance from Trustees and will review the list regularly.
18. Regularly inspect church properties with Trustees for areas of concern. Maintain a current list of needs and concerns.
19. Arrange snow removal as needed.
20. Arrange or provide landscaping as needed.
21. Attend staff meetings.
22. Serve as the staff liaison with the Trustees. Attend their meetings when possible.
23. Serve as primary contact for facility related emergencies, which may occasionally require evening and weekend work.
24. Schedule building, fire alarm, and other required inspections as needed.
25. Coordinate building security.
26. Coordinate unlocking and locking church doors before and after worship services.
27. Any other duties as requested.

QUALIFICATIONS:

1. Must have good interpersonal skills and familiarity with the church as an organization. Must work effectively with and collaborate with the Pastor, church staff, musicians, church committees and members of the congregation.
2. Must be reliable, self-motivated, have good time-management skills and willingness serve others.
3. Must have the ability to execute projects systematically.
4. Must be proficient in computer applications like email, Microsoft Word, Excel, Outlook, etc.
5. Must have good organizational and communication skills.
6. Must be willing to undergo a criminal background check and permit the church to contact previous employers for recommendations.
7. Ability to perform handiwork is a plus.
8. High School Diploma and training in maintenance of buildings are required.
9. Must have a minimum of 3 years of experience in facilities management or equivalent.
10. Must use discretion and confidentiality in all matters related to church members and church business.

LINES OF AUTHORITY:

The Facilities Manager reports to the Lead Pastor, works closely with lay volunteers, and is accountable to the Board of Trustees and the Staff-Parish Relations Committee.

FLSA STATUS: Part-time; non-exempt

HOURS PER WEEK: Estimate of 20-25 hours per week

SALARY: \$20,000 – \$25,000/year

How to Apply: Applicants should send a cover letter and resume to Springfield United Methodist Church (7047 Old Keene Mill Road, Springfield, VA 22150), attention of Rev. Phil Woodson, or email info@sumc-cares.org by December 31, 2021.