

FACILITIES MANAGER

- Reports to:** Staff Deacon of Administration
- Supervises:** All outside contractors and Facilities Team staff
- Hours:** Salaried

The primary role of the Facilities Manager position is to oversee all building and property needs, including, but not limited to, maintenance, janitorial, and event set-ups. This is a hands-on position requiring physical labor, mechanical knowledge, basic audio visual knowledge, supervisory experience, and computer literacy. This position requires the ability to lift up to 75 pounds.

Primary Duties and Responsibilities

Building and Property Management

- ❖ Oversee all major systems and keep in proper working order:
 - HVAC
 - Plumbing
 - Electrical
 - Utilities
- ❖ Perform routine or minor maintenance.
- ❖ Serve as a liaison with outside vendors, including obtaining quotes, meeting with contractors, addressing issues, obtaining certificates of liability insurance, and signing off on invoices.
- ❖ Handle yard and landscape maintenance needs (outside of the lawn/yard maintenance contract).
- ❖ Maintain parking lot as necessary.
- ❖ Handle routine painting.
- ❖ Coordinate and oversee renovation projects.

Janitorial Supervision and Operations

- ❖ Supervise, schedule and train the Facilities Team.
- ❖ Create goals for Facilities Team and encourage them to strive for excellence.
- ❖ Perform annual performance review for Facilities Team members.

- ❖ Coordinate and assist with the set up and cleanup of all facilities and the property in conjunction with events on the church calendar.
- ❖ Routinely perform weekly, monthly, quarterly, and yearly maintenance duties, as specified on the Facilities Job Checklist spreadsheet.
- ❖ Maintain adequate building, cleaning, and maintenance supplies.

General

- ❖ Oversee the security and fire alarm systems.
- ❖ Ensure the facilities and property are in compliance with all fire codes, OSHA laws, and other safety regulations.
- ❖ Assist with annual budget preparation regarding building and property items.
- ❖ Be on-call as needed, especially when severe weather, emergency maintenance or security issues necessitate it.
- ❖ Regularly read and respond to email.
- ❖ Review Facility Scheduler and the Facilities OneNote list regularly.
- ❖ Meet regularly with the Church Administrator and/or Facilities Team to report progress.
- ❖ Perform other duties as needed or added by the Church Administrator.

Desired Characteristics:

- ❖ Strong work ethic
- ❖ Positive attitude
- ❖ Team mentality with ability to lead a team
- ❖ Professional communication skills as a representative of GCC
- ❖ Proactive
- ❖ Ability to multi-task
- ❖ Flexibility with work hours to cover scheduled ministry events, when needed

Qualifications needed:

- ❖ Basic knowledge of audio visual equipment and ability to trouble shoot
- ❖ Comfortable with technology and able to use Microsoft Office (Outlook, OneNote, Excel, Word)
- ❖ 3-5 years minimum experience in related field
- ❖ Specific vocational training or apprenticeship in a related trade is preferred.
- ❖ High school degree required
- ❖ Valid driver's license with reliable transportation