

Facility Manager Job Description
Glenview Alliance Church

Position Reports to: Lead Pastor

Position Takes Direction from: Head Trustee

Purpose of Position

The Facilities Manager is responsible for assuring successful operation and function of the church's building and grounds in support of its mission. The position is responsible for completing and/or overseeing maintenance of all systems for plumbing, electrical, HVAC, lighting, fire safety. The position also requires completion of carpentry, painting, and masonry work to maintain the interior and exterior of the church. Responsible for ongoing maintenance and emergency repairs of the church buildings. Depending on the type of work to be done and on the manager's own qualifications, s/he may perform minor repairs him/herself, arrange for church volunteers or custodial staff to do so, or negotiate with contractors.

Skills/Requirements

- Demonstrated commitment to the Christian faith and willingness to support the stated vision and mission of the church
- Communication - Strong interpersonal skills, including successful verbal and written communication with staff, members, and vendors with tact, courtesy, sensitivity, and good will
- Leadership - Recognize when new projects have to be created and encourage others to participate. Ability to effectively delegate and manage responsibilities.
- Organization - Use different electronic systems to schedule activities/tasks and add to calendar. Use of Microsoft software and e-mail is required.
- Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, basic HVAC and mechanical functions, janitorial services, facility scheduling, general building maintenance practices
- Maturity and flexibility in working with a diverse membership
- Reliable
- Able to work flexible hours and on call for emergencies
- Minimum of HS diploma and 3-5 years in related field

Duties/Responsibilities

Facility Maintenance:

- Open/close building for regular church services as needed
- Open/close building for special events/people using the building; conduct walk-through with representative from outside group before and after event
- Set up and take down tables and chairs in gym and other rooms to accommodate regularly scheduled weekly or monthly activities as well as special events
- Change light bulbs as needed
- Check thermostats regularly and make changes according to season
- Seasonal adjustment of timers (including parking lot lights)
- Seasonal adjustment/operation of various heaters and gutter heaters
- Walk through facilities weekly
- Arrange for carpet cleaning

- Serve as principal organizer for special work projects and work days
- Clean gutter spouts
- Care of baptistery (before & after baptism)
- Distribution of keys and security codes
- Responsible for overseeing and undertaking the maintenance and repair of all church property (carpentry, painting, construction, electrical systems, HVAC systems, landscaping)
- Responsible for overseeing and undertaking the maintenance and repair of Elisha's House (carpentry, painting, construction, rental documents, monthly inspections, landscaping)
- Oversee general custodial duties / church cleaning and spot cleaning of carpets
- Oversee maintenance, repair, and inspection of equipment (i.e., mowers, tractors, van, snow blowers)
- Oversee mowing
- Oversee snow removal
- Oversee provision of fuel for equipment

Administrative:

- Manage the schedule to open/close facilities for church activities (services, special events, etc.)
- Work with ministry leaders and volunteers in support of regular activities and special projects
- Communicate regularly with church office regarding building needs and events
- Review and give approvals for facility use for all non-ministry events
- Answer questions about facility use, providing information as necessary, etc.
- Work with trustees and attend regular meetings
- Schedule outside vendors, when necessary, to meet on site; review system failures; request estimates; authorize and oversee repairs
- Provide input for budget (maintenance, utilities, etc.)
- Monitor expenditures monthly
- Develop and implement a schedule for preventive and corrective maintenance of all church buildings/grounds and Elisha's House
- Maintain necessary records for HVAC and other similar systems, major capital equipment, and vehicles
- Work closely with security team

Hours of Work

Approximately 15 hours per week - may vary and must be flexible
Weekends and weekdays may be necessary

Compensation

\$10,920 is total budget for year (\$210/week or \$14/hr based on 15 hrs per week)