

FACILITIES MANAGER

Purpose: To maintain all physical properties (buildings, grounds, equipment, machinery, furnishings, etc.) of the church according to standards established by the Rector, Vestry and Parish Administrator through timely and appropriate planning, budgeting, and execution of maintenance and preventive maintenance efforts.

Reports to: Parish Administrator and Vestry through Junior Warden or Buildings & Grounds Committee Chair. Daily Operations oversight, supervision, and coordination provided by Parish Administrator.

Annual Review: Parish Administrator and Junior Warden or Buildings & Grounds Committee Chair in consultation with Rector.

Paid Position? **Full time** **Part time** or **Ministry**

SCOPE OF WORK

Work (maintenance, supervisory, and administrative) relates to the upkeep, repair, and maintenance of buildings, grounds, equipment, mechanical, plumbing, HVAC, security, and electrical systems.

Responsibilities include organizing staff workloads so that routine and preventative maintenance work are done on a timely basis, maintaining and updating files and documents (both electronically and on paper), coordinating with vendors, and supervising maintenance staff on routine, safety, and emergency procedures.

Understands and supports the Church's mission and core values. This position is a working position with expectations of the skills and abilities listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Update and implement routine maintenance program and schedule.
- Establish and follow a work priority system.
- Perform (or oversee if necessary) performance of routine work orders including janitorial, painting and repair work.
- Update and implement preventative maintenance program and schedule.
- Schedule and supervise facility vendors including oversight of vendor contracts (including scope of work, bids, deliverables, and evaluation of vendor performance.)
- Update and maintain property records, such as work schedules and work order logs and maintenance records. This includes a Facilities Maintenance Manual notebook with warranty, operating manuals and scheduled maintenance for all equipment.
- Maintain work areas and storage in a tidy, safe, and secure condition at all times.
- Maintain accurate inventory of all tools and parts; ordering parts and supplies as needed.
- Supervise maintenance staff in a positive and effective manner.
- Inspect property on a daily basis to ensure safety, cleanliness and attractiveness.

- Maintain a Disaster Preparedness Plan for but not limited to heavy rain and flooding; freezing weather; etc. Includes identifying responsibilities for numerous actions before, during and after.
- Assist Sexton with set up for events or as back-up sexton as needed.
- Assist Day School with property related questions and coordination of jointly budgeted property maintenance.
- Other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Intermediate knowledge in all building systems, such as electrical, plumbing, HVAC, and security systems and in general carpentry and roofing.
- Intermediate knowledge in repair trades, purchasing procedures and practices, work safety requirements, and repair procedures.
- Intermediate knowledge in landscape maintenance.
- Ability to plan, organize, and control staff workload

SUPERVISORY RESPONSIBILITIES

- Supervise employees working on facilities (Groundskeeper, Housekeeping, Sexton).
- Train staff on emergency procedures and employee safety.
- Sets and oversee facilities employee work schedules.
- Provide performance feedback to employees, including coaching, counseling and disciplining.
- Coordinate with Parish Administrator to hire and evaluating maintenance employees.

QUALIFICATIONS:

- High School Diploma or equivalent.
- Verifiable three years of hands-on experience as a property or facility maintenance worker.
- Supervisory experience preferred.
- Construction experience preferred.
- Basic knowledge of MS Office and Internet Explorer.
- Maintenance experience in areas such as plumbing, electrical, carpentry, HVAC, etc is necessary.
- Driver's license is required, at sufficient level to drive all church vehicles.
- Ability to keep accurate and detailed records.
- Ability to clearly and effectively communicate, both verbally and in writing
- Ability to organize, focus and multi-task.
- Ability to work as part of a team.
- Employee must abide by all parish policies including but not limited to those related to confidentiality, computer usage, personnel policies, facilities usage policies, finance policies, and Diocesan required policies for the protection of children and other employees.