



## Facilities Manager

### Purpose

The Facilities Manager is responsible for the overall upkeep, maintenance, and safety of all church-owned properties, including the main church building, the Greenhouse, and surrounding grounds. This role requires a commitment to Jesus Christ and a collaborative spirit within the church community as well as self-motivation and physical stamina.

### Status

The Facilities Manager is expected to be available during core operating hours M-F, and occasionally on weekends. The Facilities Manager shall be directly accountable to the Operations Director. This Job Description is not intended as an exhaustive list of all duties and skills required of this position.

### Spiritual Qualifications and Core Values

- Maintains a vital and growing relationship with Jesus Christ through the exercise of basic Christian spiritual disciplines including prayer and meditation on scripture.
- Demonstrates a high level of moral integrity, understanding that personal conduct impacts the larger work and witness of the church.
- Collaborates with staff and lay leaders in advancing the mission of Fifth Church.
- Maintains appropriate confidentiality regarding sensitive information.
- Agrees to, and abides by, the Staff Team Covenant.

### Essential Functions

The following essential functions are listed in order of priority.

#### 1. **Building Maintenance:**

- Develops, updates and implements a comprehensive maintenance and repair schedule for all buildings and equipment.
- Prioritizes and conducts regular inspections and preventative maintenance to ensure safety and functionality.
- Prioritizes and performs general maintenance tasks, such as minor repairs, plumbing, electrical, and landscaping.

- Oversees and coordinates routine cleaning and upkeep of all building and grounds to ensure they are clean, ready for use, and present a positive impression of Fifth Reformed Church.
  - Identifies, contracts with, and supervises outside contractors for major repairs, renovations, and specialized services.
2. **Safety and Security:**
- Implements and maintains safety protocols and emergency procedures.
  - Ensures the security of Church property and equipment.
3. **Communication and Collaboration:**
- Communicates effectively with staff, volunteers, and church members regarding facility-related matters.
  - Collaborates with church leadership and staff on facility-related projects and initiatives.
4. **Event Support:**
- Ensures that all facilities are prepared for event organizers to utilize the facilities owned and operated by Fifth Reformed Church.
  - Coordinates with internal and external event organizers to meet their specific needs and ensure the event organizers are trained on closing any facility used.
5. **Volunteer Management:**
- Trains volunteers for various facility-related tasks, such as cleaning, groundskeeping, and event support.
6. **Budget Management:**
- Develops and manages the annual facilities budget.
  - Monitors expenses and ensures adherence to budgetary constraints.

## **Qualifications**

- **Experience:** Proven experience in facility management, building maintenance, or a related field.
- **Skills:**
  - Strong organizational, planning, and time-management skills.
  - Excellent communication and interpersonal skills.
  - Ability to work independently and as part of a team.
  - Proficiency in basic building maintenance and repair techniques.
  - Budget management and financial tracking skills.
  - Ability to use computers and relevant software (e.g., scheduling, maintenance tracking).

- **Personal Attributes:**
  - Commitment to Christian values and a strong work ethic.
  - High level of integrity, honesty, and reliability.
  - Positive and supportive attitude.
  - Ability to work effectively with diverse groups of people.
  
- **Physical Demands:**
  - Ability to lift and move heavy objects.
  - Ability to work in various weather conditions.
  - Ability to stand, walk, and climb stairs for extended periods.

**Note:** This Job Description is not a contract and is not intended to alter your status as an employee at will.