

Carlisle United Methodist Church

Facilities Manager

Job Description

The vision of Carlisle United Methodist Church (CUMC) is to invite all to Live Like Jesus. The job of the Facilities Manager is vital to preparing and maintaining all the church owned premises and property so that we can live our vision through the ministries of CUMC. Our church premises provide an environment where ministry thrives, guests and members feel welcomed and cared for, and the community is engaged.

The Facilities Manager is responsible for the strategic oversight and daily facilities management operations of CUMC's premises and property including parsonages. This role ensures that all facility operations run smoothly and efficiently to support CUMC's vision and mission.

Facilities Manager is a full-time salaried position (40+hrs) which requires working on Sundays, some evenings, and some weekends to support worship services and church events.

Qualifications

- Solid understanding of building systems, maintenance procedures, and technology
- Flexibility and adaptability in a fast-paced environment
- Strong leadership qualities to inspire and manage the custodial staff and volunteer teams
- Strong interpersonal skills
- Effective communicator, collaborator and relationship builder
- Strong organizational skills
- Understanding of budgets and financial planning
- Proficient computer skills including knowledge of Microsoft 365
- Practical facilities management experience
- High school diploma or GED; associates or undergraduate degree or certification in facilities management preferred.
- Physically able to perform the duties and responsibilities of the position, which includes lifting up to 50 lbs., bending, extended times standing or walking, working from ladders; performing painting, patching and minor repairs, sitting at a computer desk and exposure to adverse weather conditions, hazardous chemicals, odors, dirt and dust.

Core Responsibilities

1. Supervise and support custodial staff
2. Manage CUMC premises and property use
3. Manage the maintenance and repairs of CUMC premises and property
4. Manage daily facilities operations
5. Recruit, train, coordinate and empower volunteers.

Job Responsibilities

1. Supervise and support custodial staff in providing the highest quality environment of welcoming, maintenance, safety, and cleanliness for all that work and use the building and grounds.
 - a. Manage custodial staff (i.e. scheduling, meetings, cleaning tasks lists, training, conflict resolution, time worked, time off, performance reporting.)
 - b. Maintain, organize, and stock custodial supplies and equipment.

- c. Ensure the compliance of all federal, state, and local requirements and manufacturer's instructions for the use, storage, and handling of custodial supplies and equipment.
- 2. Manage and/or perform all aspects of premises and property use and facilities requirements in support of CUMC.
 - a. Requirements include but are not limited to the following:
 - i. CUMC Sunday Worship Services and Sunday Activities
 - ii. CUMC Special Worship Services, weddings, funerals, receptions, banquets
 - iii. CUMC Ministry Events for Worship, Grow, Serve and Connect
 - iv. CUMC Church Wide Community events
 - v. CUMC Ministry Community Partners
 - vi. Susquehanna Conference of the UMC events
 - vii. Outside Groups and Private Events
 - b. Aspects of premises and property use, and facilities requirements include, but are not limited to, the following:
 - i. Usage requests including processing usage agreements and insurance requirements
 - ii. Communication with staff and third parties
 - iii. Equipment requirements
 - iv. AV/IT and other technology requirements
 - v. Access requirements
 - vi. Utility requirements
 - vii. Appropriate follow-up
 - viii. Walk through and greeting groups
 - ix. Assisting with classroom technology use for groups
 - c. Be present to manage facility tasks, resolve routine and emergency maintenance issues to prevent interruptions, ensure safety and provide immediate assistance for emergency medical needs of attendees, equipment and furniture set-up and tear-down, transition equipment and furniture, and cleaning prior to, during and after activities as needed
 - i. Facilities Manager must be present on Sundays for worship services and Sunday activities and for Church-Wide Community Events.
 - ii. For other events, the Facilities Manager may be present or provide other staffing if appropriate and approved by a pastor.
- 3. Manage and/or perform the maintenance and repairs of CUMC premises and property (such as buildings and grounds, exterior structures, interment garden, systems (such as HVAC, electrical, plumbing, fire, building access, cameras, lighting, acoustics, worship center audio and visual, equipment, fixtures, landscaping equipment, vehicles, and parsonages) to ensure a clean, safe and operational environment.
 - a. Source multiple proposals, negotiate and administer contracts and manage relationships with external vendors for specialized preventative maintenance and repairs ensuring compliance with contracts, agreements, and organizational standards

- b. Coordinate service agreements with vendors (such as utilities, trash, recycling, snow removal, window washing, floor cleaning, and interior and exterior pest control)
 - c. Perform and/or coordinate skilled volunteers for repairs, such as minor carpentry and electrical work, plumbing, painting, masonry work, repair of broken fixtures and equipment.
 - d. Inspect and keep records of the storm water facilities as required by PADEP.
 - e. Maintain and organize tools, equipment, and supplies for preventive maintenance and repairs.
 - f. Assess system breakdowns and determine required repairs.
 - g. Perform asset monitoring and maintain records of inspections, preventive maintenance, and repair history to track patterns and anticipate future needs
 - h. Monitor the back ten acres and coordinate a volunteer team to help clean up homeless camps.
 - i. Promote energy efficiency through building upgrades (e.g., LED lighting, energy-efficient HVAC systems).
 - j. Coordinate annual parsonage inspections with each pastor and the LC Facilities Representative. Complete Conference required forms and document major repairs and/or capital improvements for future budgeting.
- 4. Manage and/or perform daily facilities operations to ensure the workplace is safe, efficient, and aligned with organizational goals.
 - a. Develop, implement, and oversee facilities operational policies and procedures to standardize the highest quality facility services, workflows, and safety
 - b. Be knowledgeable of location and use of all fire extinguishers, AED equipment and first aid kits, along with procedures for use
 - c. Maintain the CUMC premises signage, including parking lot and grounds signage
 - d. Serve as the lead for reviewing cameras of reported behavior incidents and crimes for reporting to law enforcement and keeping the building and those within safe
 - e. Maintain list of approved drivers, verify required documents, train and accompany the test drive of vehicles for church staff, daycare staff, and volunteers
 - f. Know the location of all systems, equipment, furniture, and breaker boxes
 - g. Coordinate communication with pastors, leadership council representatives, daycare staff, and group leaders for church closures for emergencies, snow, and severe weather.
 - h. Oversee use, maintenance and scheduling of church vans and trailer. This includes training of members to be authorized and approved to drive.
- 5. Recruit, train, coordinate and empower volunteers.
 - a. Recruit skilled volunteers to perform minor maintenance and repairs, outside maintenance, landscape maintenance and mowing, cleaning, decorating, event set up and tear down, special projects, and safety team members.
 - i. Lead by example and empower volunteers to lead teams and projects.
 - ii. Work alongside volunteers to build relationships.
- 6. Lead and organize capital improvement and facilities projects, from planning and budgeting through execution and completion
 - a. Develop a life-cycle replacement plan for physical assets

- b. Track annual expenditures from the Keller (capital improvements) and Gilmore (site beautification) Trusts and maintain priority lists of requested projects; meet quarterly with the Lead Pastor and LC Facilities Representative to review
- 7. Additional Responsibilities
 - a. Develop and manage the facilities annual operating and capital budgets, oversee expenses, and financial forecasting. Includes review, approval, and submission for payment of all facilities related invoices in a timely manner.
 - b. Schedule and track employee Infant/Child/Adult CPR, First Aid and AED Training
 - c. Administer health and safety protocols, ensuring regulatory compliance and managing emergency preparedness and continuity plans
 - d. Meet regularly and prepare weekly facilities email updates for Pastors and Leadership Council Facilities Representative
 - e. Stay current with emerging technologies that can boost overall workplace productivity and efficiency
 - f. Manage incident reporting, to include necessary actions taken to prevent future incidents, required reporting to the conference and insurance companies, and worker's compensation reporting
 - g. Create and maintain emergency response plans for various situations, such as fires or natural disasters
 - h. Coordinate hosting of NOMAD RV Ministry
 - i. Recruit, train and manage Sunday morning Safety Team volunteers
 - j. Coordinate with organizations for pickup of donation bins
 - k. Identify opportunities for cost savings through efficient resource allocation
 - l. Adhere to and live into the CUMC Staff Values that shape leadership culture.
 - m. Attend core staff and full staff meetings.

This list of responsibilities is not to be considered all-inclusive. Additional responsibilities may be assigned, or current responsibilities modified by the supervisor in consultation with the Leadership Council.