

Denman Avenue Baptist Church Facilities Manager

Purpose for Position

The Facilities Manager will oversee the management and operations of all the physical facilities of the church. Provide oversight and responsibility for the buildings, grounds, parking lots, facility equipment and systems, and oversee custodial duties, ensuring the facilities are fully operational, safe, clean, and neat, and prepared for services and ministry activities. Oversee and perform maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical) and property, or act as church representative with outside contractors and inspectors coming onto the property or into the building.

Job Responsibilities

- Manage and/or perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security)
- Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events
- Manage custodial staff and assist in the cleaning of the facilities as needed
- This position is responsible for yearly cleaning of high traffic areas; including waxing the Family Life Center (we can hire help to assist with this job)
- Responsible for open up and lock up of facility on Sunday's and Wednesday's
- Responsible for setup/take down of tables and chairs as needed for church events
- Responsible for the cleanliness of the welcome center and family life center kitchens (I.e. put away dishes, clean coffee pots, return tables and chairs to proper location, clean out refrigerator and freezer, etc.)
- Inspect ceiling tiles and replace broken or weather worn tiles
- Manage the church thermostat system
- Manage and assemble a team to provide decoration(s) for Christmas and Easter. (Put up and take down Christmas trees, lights, poinsettias etc. / Easter lilies on stage.)
- Work with appropriate government agencies to ensure that buildings are safe and meet code requirements including all local and state inspections (fire risers, elevator, etc.)
- Serve as the ex-officio staff member on the Building/Grounds Committee and meet with them at their monthly Sunday meeting
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget
- Work with the Senior Pastor to report problems, solutions and costs associated with projects not approved in the budget, and provide input to development of the annual budget
- Schedule and coordinate work with outside contractors (HVAC, electrical, etc.)
- Manage the church's relationship with the groundskeeping contractor
- Flexible work hours are understood
- Serve as primary contact for all facility related needs, which will require Sunday attendance
- Must attend a weekly meeting with the Pastor to assess facility needs and duties

Qualifications and Experience:

- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems
- Knowledge of security practices and protocol related to facility management
- Knowledge of safety practices and applicable regulations
- Must be computer literate with knowledge in email, online ordering, and Microsoft Office
- Strong problem-solving skills
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of a growing church
- Demonstrate a strong work ethic and take initiative
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible
- Demonstrate strong interpersonal skills
- Must be able to lift 50 lbs repeatedly and comfortable working on a tall ladder
- Active member of DABC and committed to the core values and mission of the church
- Committed to living a life that is grounded in Christ likeness and above reproach

Other Responsibilities

- Perform other duties as assigned by the Senior Pastor.

Hours/Compensation

This is a part-time position (no benefits).

This position will pay a weekly wage (2 weeks paid vacation).