

## EFREE CHURCH FACILITIES MANAGER JOB DESCRIPTION

It is the Facilities Manager's responsibility for the care and function of all facilities to ensure its highest and most effective use in order to meet all the ministry functions of the church. The Facilities Manager functions in two primary roles: first, as a manager who directs and develops the facilities team (both staff and volunteers) and, secondly, as an experienced craftsman who brings hands-on skills for maintenance and minor repair needs. These two roles combine into one position to bring competent leadership for the appearance, cleanliness, maintenance and security of the building, systems, equipment, and grounds for all properties of EFree Church.

### JOB DUTIES

- Manage the facilities staff/volunteers, directing them to meet both maintenance needs as well as ministry event needs.
- Train facilities staff/volunteers to address basic maintenance and repair items.
- Develop facilities department procedures and standards for staff and volunteers.
- Develop a strong volunteer team.
- Develop and manage maintenance schedules for all building, equipment, and grounds.
- Maintain and manage qualified vendors and contractors to perform maintenance and repairs to insure timely and quality work on our properties.
- Oversee janitorial services for all buildings, as well as for grounds services (landscaping, parking lot, exterior of buildings).
- Closely observe all utilities costs (gas, electric, water, sewer, etc) to determine any unusual patterns and determine ways to save costs.
- Manage closely the fire alarm and building alarm systems to ensure proper functioning.
- Train facilities staff/volunteers to operate these systems during ministry events.
- Manage and assign all keys and fobs for building doors and access points.
- Manage church vehicle use and keep log of all registered and approved drivers.

### ADDITIONAL RESPONSIBILITIES

In addition to the above and as required from time to time, there may be additional areas of supervision for which this position will have the responsibility, as assigned by the Lead Pastor.

### ESSENTIAL QUALIFICATIONS:

Christian Commitment: Demonstrates a Christ honoring life and testimony.

Education: Minimum a high school diploma, preferably a college degree.

COMPENSATION: Part-time salary, to be determined by the board of elders based on applicant's experience and education.