

Facilities Manager/Volunteer Coordinator Job Description

The intention for this part-time position is to manage the upkeep of the Building & Grounds in support of the initiatives as set forth by the Building & Grounds Team and/or the Council. These duties relate to the mechanical and physical components of the church facilities and the related annual inspections that they require.

I. Ensure the regular and competent completion of tasks described below:

A. Ongoing Duties

1. Keep records/database of volunteer information, including contact information, skills survey, etc.
2. Report actions/completed projects to Building & Grounds Team, Council and Congregation using various methods of communication
3. Monitor use of building particularly in terms of storage areas—ensure materials are stored well, disposed of properly, boundaries are respected and maintained, etc.
4. Attend all Building & Grounds Team meetings in order make progress reports, receive input and instructions.
5. Ensure snow removal is accomplished as needed.

B. Monthly Duties

1. Check/repair lighting
2. Thermostats/settings
3. Update volunteer job list/publish/announce -organize and oversee one Saturday group volunteer effort per month, on average. Efforts may be geared to accomplishing any routine or special project ongoing at the church property, or could involve efforts to assist needy congregants or neighbors.

C. Semi-annual Duties

1. Test and replace/repair all exit light modules
2. Clean carpets throughout building
3. Clean gutters on all church-owned properties
4. Trim all foliage encroaching near buildings/walkways
5. Ensure all irrigation/sprinkler systems are ready in spring and winterized in fall
6. Wash all windows inside and out

D. Annual Duties

1. Manage all required inspection and permit renewal processes required at the church—fire, sprinkler, elevator inspections, etc.
2. Paint/oversee painting of one module per year
(Define Modules: Sanctuary, Narthex, Office wing, MP room/Basement/Parsonage exterior/parsonage interior, sanctuary exterior)
3. Pressure wash all concrete surfaces
4. Clean flat roof portion of main church building
5. Replace HVAC filters and check/replace belts as needed

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- II. Provide oversight/management for Special Projects as they are approved. Listed below are some of the projects that are presently under discussion by the Sanctuary Improvement Team (SIT) and the Building & Grounds Team.

Note: Estimated cost ranges provided below are preliminary and based primarily on rough estimates of materials and some hired labor. No calculations are included regarding drawing/permit fees if needed. Costs provided assume the projects are overseen by the FMVC and therefore rely heavily on the involvement of that person/position and volunteer labor.

- A. Small projects –estimated costs falling between \$2000 and \$8000 per item
 - 1. Clean-up and restore or refinish wood panels on exterior entry overhangs
 - 2. Revise nursery interior—move door per original plan and repaint/carpet
 - 3. Reconfigure furnaces for MPR to better balance system and simplify operation
- B. Medium projects-estimated costs falling between \$6000 and \$15000 per item
 - 1. Clean shingled part of building/sanctuary roof
 - 2. Re-carpet narthex—include floor repair
 - 3. Repair/replace nursery exterior wall
 - 4. Provide and install new sanctuary lighting
- C. Large project-estimated costs falling between \$10,000 and \$30,000 per item
 - 1. Carpet sanctuary/auditorium
 - 2. Stage remodel
 - 3. Stage wall remodel

- III. Organize and mobilize volunteers to assist in the various tasks and projects.

Supervised by: Building & Grounds Team and the Council

Hours: 20 hours per week maximum (on average throughout the year)

Hourly Salary: Inquire by contacting the Hiring Team at facilitiesmanager@seattlecrc.org.

Apply online: bit.ly/SCRC-Facilities-Manager