



Part-Time Facilities Manager

Reports to: Senior Pastor

Directly Supervises: Buildings & Grounds Coordinator, Volunteers

Job Status: Part-time, hourly

Job Time Commitment: 20 hours per week

Term of Service: Employee at will

Purpose: The Facilities Manager provides hands-on leadership for the care, maintenance, safety, and readiness of Family of Christ's church and school facilities. Reporting to the Senior Pastor, this role helps ensure that all buildings, grounds, systems, and event spaces are safe, functional, welcoming, and ready to support ministry, school, and community life.

Key Responsibilities

- Perform and oversee daily maintenance, repairs, inspections, and upkeep of buildings, grounds, equipment, and facility systems.
- Coordinate preventive maintenance, required inspections, and service for HVAC, plumbing, electrical, fire, security, septic, and related systems.
- Serve as the primary contact for facility issues, including occasional after-hours or weekend emergencies.
- Manage vendors, contractors, estimates, supplies, tools, keys, building access, and maintenance inventory.
- Coordinate room setups, tear downs, rentals, weddings, funerals, worship services, school activities, meetings, and special events.
- Oversee exterior care, landscaping, snow removal, sidewalk safety, lighting, and other grounds-related needs.
- Support facility-related technology and AV needs, including installations, troubleshooting, and vendor coordination.
- Supervise the Building and Grounds Coordinator and contract custodial services.
- Direct and support volunteers assisting with events, maintenance, clean-up days, and special projects.
- Serve as staff liaison to the Properties Committee and assist with facility policies, budgets, fee structures, safety compliance, and improvement planning.

Desired Skills & Qualifications

The ideal candidate is a dependable, hands-on problem solver with strong maintenance skills, sound judgment, and a heart for service. Candidates should have:

- Working knowledge of building systems, repairs, tools, equipment, and safety practices.
- Ability to manage multiple priorities, coordinate vendors, and plan preventive maintenance.
- Basic technology and AV troubleshooting skills.
- Experience supervising staff, vendors, contractors, or volunteers.
- Strong communication, organization, flexibility, and attention to detail.
- Physical ability to lift, climb, kneel, and perform maintenance work for extended periods.
- Availability for occasional evening, weekend, or emergency needs.
- Commitment to supporting the Vision, Mission, beliefs, and values of Family of Christ Lutheran Church.