

First United Methodist Church  
29 E Walnut Street Lancaster PA 17602

*Our Vision* is to be a central hub of Christian ministry in Lancaster County and Beyond

*Our Mission* is to connect people to Jesus Christ and the church, to grow Christian disciples, and to relieve suffering.

We are a Christian community which invites all persons into fellowship, nurtures their relationship with Jesus Christ, and equips them to reach out as ministers to each other, the community, and the world.

The staff members of First United Methodist Church of Lancaster (FUMC), therefore, are persons in ministry. Each member of the staff is a part of the team, and each position description describes tasks which enable the whole congregation to be faithful to God.

**TITLE:** Facility Manager

**Benefit Status:** Exempt, Fulltime

**Hours:** Office/building average 35 hours per week

**Reports to:** Lead Pastor/Head of Staff

**Overall Responsibility**

The Facility Manager is responsible for supervising the maintenance of the church building, grounds and equipment of FUMC so that they are clean, safe, attractive, and ready for use by FUMC and non-church related groups.

The Facility Manager will be responsible to:

- Supervise and coordinate custodial staff and assign tasks as required
- Supervise the purchase and inventory of all facility and maintenance supplies
- Negotiate and oversee all annual maintenance contracts for equipment
- Recruit, train, assign and supervise maintenance volunteers
- Supervise room scheduling and setups for church-related groups
- Develop and maintain multi-year schedules for preventive maintenance, repainting, and refurbishing, and equipment repair and replacement
- Prepare and update annually a 5-year equipment replacement schedule
- Supervise preparation of facility inventory and oversee annual updates (fixed assets)
- Oversee parking lot cleanliness and safety patrolling
- Coordinate parking/property issues with neighbors
- Conduct performance reviews of direct reports as outlined in FUMC Personnel Policy manual
- Develop and maintain the annual facility operation budget in coordination with the Finance and Generosity Committees
- Participate in developing and maintaining the annual Capital & Improvement budget in coordination with Trustees
- Support the project managers of major capital improvements and repairs

- Maintain parking lot, sidewalks, and grounds in safe, useable condition
- Provide main point of contact for all emergency services (e.g. security monitoring, fire, police, etc.)
- Coordinate off-hours building and custodial needs

### **Requirements**

- High School Diploma/GED
- AA degree or similar college level education preferred
- Working knowledge of electrical and mechanical equipment
- Minimum five years building maintenance experience
- Supervisory experience preferred
- Available to work occasional evening, night and weekends, as required to meet the Church's needs
- Ability to recruit, lead and direct volunteers
- Ability to support the Vision and Mission of FUMC
- Strong composition of many of the following spiritual gifts: Administration, Discernment, Wisdom, Leadership, Teamwork and Service
- Adept at building strategic working relations
- Ability to work independently
- Adherence to and communication of First United Methodist Finance Policies and Procedures, Personnel Policies and any others specific to their area of responsibility
- Proficiency with personal productivity tools such as Microsoft Excel, Word, Teams and Outlook and any other software applicable to their area of responsibility
- Computer/Social Media skills
- Complete Initial and Annual Safe Sanctuary Training
- Complete Mandated Reporter Training

### **Working Conditions**

**Benefits:** In accordance with Eastern Pennsylvania Conference (elected), First United Methodist Church Personnel Policy

**Hours:** Office Hours as needed, average work week of 35 hours

**Background Clearances:** Ability to obtain and renew clearances as listed:

- Pennsylvania State Police Criminal History Record Check  
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/criminal-background-check.html>
- Pennsylvania Child Abuse History Certification  
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance.html>

- Federal Bureau of Investigation (FBI) Criminal History Background Check  
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting.html>
- Disclosure Statement upon hire

**Annual Performance Review:** Conducted with the Lead Pastor and the SPRC Committee

**Direct Reports:** Custodians