

# Facility Manager

Effective 2/26/2019



## **SUMMARY:**

The Facility Manager is responsible for maintaining and supporting the facilities and equipment; security, safety and proactive management of outside facility vendors for Faith U.M.C.

*The Facility Manager will work with other staff and church leadership to help integrate the facilities into every aspect of the church's ministry and welcoming hospitality.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** are listed below. Enumeration of essential functions in this job description neither state nor imply these are the only duties to be performed by this employee. Performance of other duties may be requested as necessary by the supervisor.

**REPORTS TO:** Director of Church Administration

## **RESPONSIBLE FOR:**

### **Security System**

- Door and locking mechanism maintenance
- Cameras and Software
- Card Key Management
- Fire/Burglar Alarm management

### **Fire and Safety**

- Coordinate with Fire Marshal and ensure compliance with all regulations and guidelines
- Coordinate with volunteer Safety Team and trustees and maintain Safety Team guidelines manual

### **Phone System**

- Main & Holiday Church & School Voicemail Greeting
- Programming/Maintenance of Voicemail System
- Phone extension/line management (moves and changes)
- Contract management

### **Copiers (Church and School)**

- Contract/Lease Renewals & Upgrades
- Programming and maintenance

### **Contract and Vendor Management**

- Maintain contracts and competitive bids for all vendor.
- Work with the Trustee committee and be the point person to negotiate best deals available for all contract renewals with competitive bids processes Including but not limited to: Security door locks/cameras and software, Phone systems and software, copiers, water coolers, coffee machines, cleaning service for church and FSYC, electricity provider, septic systems, water well, etc.

### **General Facility Maintenance**

- Proactively manage facility maintenance tasks and perform regular maintenance tasks such as light bulb replacement, thermostat adjustment, simple plumbing tasks, simple painting touch up, wall repairs
- Maintain and call vendors as appropriate for more complex or specialized repairs for all systems and equipment, ensuring competitive bids are acquired as the situation allows

### **Other Responsibilities**

- Meet with supervisor on a regular basis
- Attend trustee and any other appropriate committee meeting as requested by supervisor
- Prepare and manage annual budget, with emphasis on money saving strategies and good stewardship of financial resources

### **MINIMUM QUALIFICATIONS**

- Experienced communicator- oral and written

### **CORE COMPETENCIES**

- Positive attitude
- Patient
- Resourceful
- Calm especially in stressful situations
- Relational
- Energetic
- Ability to lead others and equip them for discipleship growth
- Self-starter
- Innovative
- Discreet maintain confidentiality
- Basic aptitude for mechanical repair, day-to-day maintenance, and proactive, critical vision for facility on a day to day basis to ensure an inviting, safe, and children-friendly environment.

### **PROFESSIONAL AND SPIRITUAL GROWTH**

- Enhance professional and spiritual growth through continuing education opportunities and professional memberships
- Maintain physical, emotional, relational, and spiritual health
- Pursue an intimate relationship with Jesus Christ