



Facility Manager Position Description

St. John Lutheran Church Purpose: "Joyfully taking God's love into the world!"

GENERAL DESCRIPTION:

The Facility Manager position is a part-time position. This individual will assume responsibility for the overall physical well-being and maintenance of the church. This position will also interact with the Preschool/Childcare Director, Office Operations Director, Congregation Council, and work closely with the Property Resource Team.

REPORTS TO: to the Director of Office Operations

ROLES AND RESPONSIBILITIES:

- Have knowledge of and ability to coordinate/execute basic maintenance and repairs that may be needed. Maintenance and repair work may be completed by this individual, volunteers, and/or external vendors.
- Maintenance and repair project planning
- Maintain relationships with necessary vendors (HVAC, plumbing, electrical, plowing and lawn services).
- Manage the facilities budget in coordination with the Property Resource Team
- Coordinate and execute safety inspections.
- Communicate and document project planning/execution with necessary parties

ESSENTIAL FUNCTIONS:

To accomplish this, the Facility Manager needs:

- Knowledge of the occupational hazards and safety precautions involved in the maintenance of buildings and related facilities.
- Understanding and skill in the safe lifting and moving of objects such as chairs, tables, chair racks, and other furniture or equipment.
- Physical exertion required: ability to bend, stoop, stand, push, pull, climb, and lift (up to 75 pounds) to perform cleaning, setup, and maintenance tasks.
- Demonstrate outstanding interpersonal and oral communication skills (outgoing/friendly/welcoming).
- Ability to work flexible hours (within a team), including nights and weekends.
- Ability to maintain confidentiality.
- Ability to work in a team setting and situations.
- Adhere to the St. John's Constitution, Bylaws, and Annual Ministry plan (Budget).

PREFERRED MINIMUM BACKGROUND AND EXPERIENCE

- Basic knowledge of HVAC, Electrical, plumbing, and mechanical functions of a large non-residential building.
- Knowledge of the methods, practices, materials, and tools used in the building maintenance trades such as cleaning, minor carpentry and painting.
- Skill in the care of and use of tools and equipment used in the maintenance of buildings and grounds.