

First Baptist Church

Facilities Manager Position Description

Job Title: Facilities Manager
Department: Maintenance

FLSA Status: Exempt

II. POSITION SUMMARY

The Facilities Manager will maintain all church facilities in coordination with the Facilities Committee, Personnel Committee, Finance Committee and church staff including but not limited to ministry teams. Responsibilities include set up assistance to different groups for church and private events based on time and staff availability. The Facilities Manager will assure preventative maintenance on all facilities and equipment.

II. REPORTING RELATIONSHIPS

The Facilities Manager reports to the Facilities Committee in all areas excluding personnel matters. The position reports to the Senior Pastor for all personnel issues in coordination with the Personnel Committee.

III. MAJOR JOB RESPONSIBILITIES

- Responsible for maintenance on all church owned properties and buildings
- Works in coordination with the Security Team to maintain church security, which includes maintaining a key roster and providing keys to workers.
- Keep work order list up-to-date and complete each order in a timely manner
- Minor repairs which can be done legally and quickly with tools on hand
- Coordinate all yearly inspections required by State and Local laws
- Coordinate all other inspections as required by First Baptist Church
- Oversee all insurance claims with carriers
- Maintain and oversee all service contracts
- Accomplish three all church workdays per year
- Assure that First Baptist Church complies with all Federal, State, and local entities on all codes relating to Church operations
- Assume responsibility for any minor general maintenance on grounds including emergency snow and ice removal, tree and branch removal, landscaping, and general dirt work
- Oversee all transportation requests for vehicles including form requests, approval, driver certification, van maintenance, scheduled vehicle services, and coordinate all the above with Transportation Team
- Work directly with Church insurance provider to assure Church complies with all insurance requirements as related to transportation
- Supervise and oversee Facilities Assistants and assist them when needed. Includes scheduling, overseeing ordering of supplies, daily duties, and maintenance of all custodial equipment
- Solicit bids from vendors/contractors in all areas of facilities maintenance. This includes qualifying all solicitors as to competence and all required licenses as required by State and Federal law

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- Attend Facilities Committee meetings and other Church committee meetings as requested by the Senior Pastor or any committee
- Attend ministry team meetings if requested by that team or Senior Pastor
- Keep track of and be aware of monthly budget expenditures related directly to Facilities. In coordination with Finance Officer and Facilities Committee assure that Facilities spending on day to day operations and special projects do not exceed Facilities budget limitations
- Beginning in December, prepare Facilities budget recommendations for the next fiscal year

The Facilities Manager shall be required to perform all other duties assigned to fulfill the objectives of First Baptist Church, Stephenville.

IV. PERSONNEL REQUIREMENTS AND SKILLS

- Maintain strict discretion and confidentiality in all matters involving church members and church business
- Maintain the highest level of integrity in carrying out the duties of this office whether in the church or out in the community
- Commitment to ongoing spiritual and professional growth
- Commitment to supporting the mission and vision of First Baptist Church
- Ability to work with and support the volunteers, members, office staff and ministers at First Baptist Church
- Ability to handle day to day responsibilities that require immediate attention due to the nature of the job
- Excellent verbal and written communication skills
- Knowledge of computer systems and software necessary for job performance
- General knowledge of building maintenance, general carpentry, plumbing, electrical, audio/video systems, network/voice wiring, and custodial skills
- Ability to become familiar with all aspects of the facilities and systems

The nature of the position of Facilities Manager requires this person to work in a mostly unsupervised environment. Self- motivation, self-discipline and accountability are required. Diligence in all areas of performing the duties of Facilities Manager must be exercised at all times.

V. EVALUATION AND COMPENSATION

The Facilities Manager will be reviewed annually by their supervisor in coordination with the Facilities and Personnel Committee. Compensation will be reviewed and a recommendation made to the Finance Committee if required.

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“I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the Senior Pastor or his designee for personnel issues and the Faculties Committee Chair for maintenance-related issues.”

Employee	Date
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Supervisor (Senior Pastor)	Date
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