

Warrenton United Methodist Church

JOB DESCRIPTION for Facilities Manager

Benefit Status: Part Time Salaried

FLSA Status: Exempt

Ministry Areas: Building & Grounds Direct Supervisor: Executive Secretary/Board of Trustees

Warrenton UMC Mission: We will be the Body of Christ in our community by glorifying God and guiding people to become fully devoted followers of Jesus Christ.

Essential Functions:

1. Responsible for ensuring that the grounds, buildings and equipment owned and operated by Warrenton UMC are maintained at a level that ensures the highest degree of safety, security and sanitation for the congregation, staff and visitors. Safety related issues shall receive the greatest emphasis. Works closely with the staff and the Board of Trustees to maximize the utilization of the facilities and equipment and ensure that all church facilities are fully compliant with all Federal, State and local regulations.
2. Actively recruit, coordinate and cultivate volunteer groups to help with maintenance and repairs and view this as a ministry to keep pride and ownership strong in the congregation.
3. Assist and support the Board of Trustees with the development, execution and monitoring of the annual Trustee's budget. This will include collecting and reviewing maintenance contracts, coding of invoices against budget line items, and being available when necessary to attend monthly and special Board of Trustees meetings to provide status reports and communicate critical information.
4. Train, schedule and supervise custodian staff to ensure all church facilities are kept clean and sanitary. Manage this activity within the approved annual custodial budget. Coordinate with custodian staff to replenish and store all janitorial products.
5. Implement the timely and efficient completion of all scheduled, unscheduled and emergency maintenance to all church buildings, grounds and equipment. For minor tasks, this will include directly performing or ensuring volunteers complete the maintenance work. For major tasks, this may include coordination and oversight of sub-contractors (i.e., HVAC, grounds maintenance, snow removal, plumbing, pest control, utility companies, etc.).
6. Perform quarterly inspection of property to assess potential safety hazards code violations and presence of trespassers and ensure all are immediately addressed. Serve as liaison with all Federal, State and local agencies, including but not limited to the Health Department, Local Fire Marshal, OSHA. Provide these agencies with routine and unscheduled access to buildings and be present to witness all inspections.
7. Maintain records of AED certification for staff and volunteers. When necessary coordinate certification classes. Maintain personal AED certification and maintain AED equipment.

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8. Coordinate annual recertification of fire alarm panels and fire extinguishers. Be available to coordinate response efforts in emergency situations, including response to fire or building alarm phone calls.
9. Maintain a secure facility, review open and closing procedures with staff and volunteers. Verify proper follow thru when the facilities are used by outside groups with inspections following events to insure lights are turned off, thermostats returned to proper settings and doors are locked!
10. Coordinate all required maintenance, inspections and repairs to church vans and buses. Maintain maintenance and inspection records. Ensure license, registration and safety inspections are current. Support Board of Trustees with training and certification of all van/bus drivers. Coordinate readiness of vans and buses prior to each use.
11. Coordinate training potential kitchen users in the proper operation and cleanup of all kitchen appliances and equipment. Coordinate the quarterly cleaning and sanitizing of kitchen equipment. Inspect refrigerators and freezers regularly for proper temperatures and food storage.
12. Purchase, store and manage high use consumables (light bulbs, batteries, etc.)
13. Maintain a current inventory record of all equipment and furnishing owned by Warrenton UMC and coordinate the loan and return of this equipment, when necessary.
14. Coordinate semi-annual cleanings. To include carpets, stripping and resurfacing of hard surface floors and volunteer spring and fall interior and exterior cleanings.

Required Qualifications:

Education: High school diploma or GED equivalent.

Physical: Physically able to lift and handle 50 pounds, routinely. Physically able to routinely climb ladders to access roofs and perform maintenance tasks.

Experience: Self-starter and able to work with very limited supervision. Working knowledge of plumbing, electrical and HVAC systems. General knowledge of basic commercial repair techniques and procedures. Demonstrated ability to prioritize maintenance activities.

Duties and responsibilities are designed to be the essential functions of the job. They do not preclude the performance or related or even unrelated jobs, which may be necessary to properly and efficiently complete all work assignments. Warrenton UMC reserves the right to amend job specifications to meet current needs.

Employee Signature

Direct Supervisor Signature

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