Job Description

Job Title: Facilities Manager

Type: Part-time (Exempt, 30 hrs/wk)

Reports to: Senior Pastor

Work Location/Time: 10401 Armory Ave., Kensington, MD. This position offers flexibility in daily schedule to accommodate varying daily and weekly requirements.

Job Summary

The Facilities Manager oversees St. Paul's main building, parsonage, 2 small sheds, columbarium, grounds, and parking lot. This position is responsible for scheduling building use and events, managing a full-time tenant, and scheduling, organizing, and managing facility maintenance/operations/yearly state and local inspections. This is a physical, flexible and collaborative position that involves thoughtful execution, strategic planning, and budget management. A forward-thinking approach to both the Church's day to day and future needs is desired to best manage the Church's assets, and create an exceptional, welcoming experience for members and visitors.

Core Responsibilities

- **Schedule Building Space Usage and Events:**
  - Manage Building Usage Calendar: Collaborate with Administrator/Communications Director, Pastors, Leadership Team, Tenant, and outside groups to keep current
  - Weekly Set Ups:
    - Worship Services, funeral services, memorial services, interments, special Sundays, special events, Church group activities, and Tenant events as needed
    - Door Schedule and building access
    - Music Staff needs
    - HVAC Computer Control System
    - Alarm Schedule, and Emergency 24 Hour Contact List

- **Manage Full-Time Tenant**
  - Manage day to day interaction with the church's K-12 private school Tenant
  - Serve as primary point of contact with school's administrator and staff
  - Collaborate on building security, safety, and maintenance
  - Collaborate on space usage, and manage special situations
  - Collaborate with Trustee Lead, Pastor, and Leadership Team with Tenant contract negotiations

- Organize and Manage Day to Day, and Long-Term Facility Operations and Maintenance
    - Oversee security systems, including but not limited to: Burglar Alarm, Security Cameras, Door Locking Schedule and Fire System.
    - Serve as Primary Contact for and respond to unscheduled maintenance calls reported by Staff, Tenant, and building users
    - Monitor and optimize energy usage to reduce costs and support sustainability efforts
    - Manage part-time Custodian who maintains a portion of the Church's cleaning needs
    - Oversee tasks related to maintenance of the buildings, parking lot, dumpsters, Church supplies, and elements related to the Columbarium
    - Identify backup individuals and establish a backup protocol for the Facilities Manager position; create and execute a communications process to the Pastors, Leadership Team, Staff, and Tenant
    - Identify, cultivate, and educate lay leaders to perform facilities operations tasks and maintenance
    - Performs other related duties as assigned. The omission of specific duties does not preclude the assignment of duties that are logically related to the position

- Manage and Schedule Building Inspections: Quarterly, Annual and Semi-Annual
    - Create and manage a calendar for all inspections, including but not limited to State and Local requirements, including but not limited to:
        - Burglar Alarm, Fire Alarm, Fire Extinguishers, Emergency Generator, Elevator, WSSC Backflow Testing, Montgomery County Fire Compliance Permit, Boiler Inspection, Grease Trap, Kitchen Fire Suppression, Kitchen Exhaust cleaning

- Vendor and Contract Management
    - Manage relationships and contracts for all vendors
    - Collaborate with Trustee Lead and Leadership Team to ensure Church insurance policies are up to date, including coverage and cost, minimum every 3 years
    - Manage Bid Solicitation for projects over $5,000 and collaborate with the Trustee Lead, Finance Lead, Leadership Team, Accounting Manager, and Tenant on execution of the projects
    - Collaborate with Trustee Lead, Leadership Team, Tenant for contract negotiations

- Budget Management
    - Proactively execute responsibilities to maximize economy, and practice cost avoidance to remain within budget

  - Collaborate with Accounting Manager, Finance Lead, and Trustee Lead monthly on expenses, and budget forecast
  - Manage and report monthly facilities costs and chargebacks; collaborate with Accounting Manager, Administrator, Pastor, Finance Lead, Tenants, and Leadership Team as appropriate

- **Strategic Planning and Capital Investment**
  - Report monthly to the Leadership Team on facilities condition and expenses
  - Establish a proactive facilities evaluation plan to identify major projects and needs
  - Collaborate with Trustee and Finance Lead to create a short and long-term Master Plan, addressing major projects and needs by priority of the organization
  - Collaborate with Accounting Manager, Trustee Lead, Finance Lead, and Leadership Team during annual budget process
  - Identify and communicate to Leadership team job responsibilities that can be outsourced to building users, Tenant, and Staff

Required Qualifications

- Successful evaluation, Safe Sanctuaries background review
- Physical ability to perform hands-on tasks, repairs, lifting and carrying items, etc.
- Strong communication and interpersonal skills
- 3-5 years demonstrated property management experience or equivalent
- Experience working in a flexible, dynamic, collaborative environment
- Demonstrated experience managing a budget
- Demonstrated experience working with and managing vendors and subcontractors

Desired Qualifications

- Facility and Project Manager experience, Large Enterprise or equivalent
- Experience managing people, or managing through others
- Demonstrated responsibility for complex facilities
- Engineering, construction, technical, architectural, and accounting experience

Salary

- $35,000-$45,000; final salary will depend on experience of candidate.

To apply, please submit your resume and cover letter to:

Rev. Sheridan Allmond, Senior Pastor, at stpaulsunited@stpaulsk.org.