



<b>Job Title</b>	<b>Facility Manager</b>
Position reports to:	The Grove UMC Lead Pastor
Employment status:	Part-Time/Non-Exempt
Standard Work Schedule:	500 hours per calendar year; be available on-call for building emergencies. Arrange for back up on-call.

**Position Objective**

In alignment with overall vision, mission, and strategy of the church, The Grove Facilities Manager (FM) is responsible for the maintenance at all Woodbury and Cottage Grove location buildings, grounds, out-buildings, and parsonage. FM will supervise maintenance activities to ensure facilities and grounds are clean, serviceable, and secure. FM will coordinate facility needs with the Grove staff and facilities team. Our facilities are used by the congregation pre-school, and multiple community groups.

- Roles and Responsibilities**
- Daily Operation and Function of the Facility**
- Resolve maintenance issues by completing the work, enlisting a volunteer, or hiring outside help.
  - Supervise facilities contract services that require the FM's oversight.
  - Implement preventative maintenance on all mechanical systems, security, and safety equipment.
  - Maintain kitchen equipment and operation in compliance with commercial standards and conduct use training for kitchen volunteers.
  - Conduct periodic building inspections.
- Resource Coordination**
- Understand building maintenance schedule and implement needed support.
  - Recruit and manage volunteers and lead facilities team.
  - Solicit bids and coordinate all facilities contractor activities.
- Documentation and Record Keeping**
- Maintain a system for scheduling and control of maintenance activities and records.
- Financial Management**
- Work with Financial manager to develop an annual facilities maintenance budget.
  - Accomplish work within established facility budget.
  - Identify short term and long-term projects, priorities, implementation strategies, and cost estimates.
- Communication**
- Communicate and partner with the congregation, staff, and volunteers.
  - Attend staff meetings as requested.
  - Foster enthusiasm for facilities improvement projects with the congregation.

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## **Qualifications**

- Experience with facilities maintenance, supervision, and maintenance documentation best practices.
- Familiar with electronic and pneumatic HVAC system controls; boiler license, able to make basic electrical, mechanical, and plumbing repairs.
- Computer and some audio/video equipment skills required.
- Experience with and knowledge of local reliable facilities contractors.
- Enthusiasm, energy, and people skills required.

## **Characteristics**

- Alignment with The Grove's mission, vision, and values
- Attention to detail
- High level of confidentiality
- Project management skills
- Ability to work with a wide variety of members and constituents.
- Good communication skills