

FACILITIES MAINTENANCE MANAGER - Job description (Nov 2020)

This is a full-time salaried position. The position is supervised by the Senior Pastor, but works in close coordination with the Facilities coordinator and reports to the church Leadership Team.

Qualifications: A person hired to fill this position must be physically able to regularly climb stairs, lift and transport at least 50 pounds, and climb a 16 foot extension ladder. The person must have extensive experience in general facilities operation including knowledge of electrical systems, including 220 volt systems, and plumbing systems. The person must have reasonable computer skills including experience with word processing and programs similar to Excel. Reasonable interpersonal skills are necessary as the person will be working with contractors and repairmen on a regular basis as well as various members of the congregation. Certification as a plumber and/or electrician is a plus. Requirement to pass national and state background checks.

Duties: The following work items may be required of this position. Other duties may be assigned as well.

- Coordinate general custodial, repair and maintenance work on the building and parsonage to include but not be limited to:
 - 1) general electrical maintenance and activities such as replacement, repair, and installation of outlets, switches, lighting fixtures, replacing lighting, and other related electrical work.
 - 2) general plumbing maintenance and repair on drinking fountains, bathroom and kitchen fixtures.
 - 3) repair, replace and maintain office and classroom equipment.
 - 4) performing general maintenance of HVAC systems including programming of thermostats and alarm systems.
 - 5) light decorating such as drywall repair, and painting activities.
 - 6) occasional assistance with custodial work including cleaning and sanitizing spaces, carpet cleaning, replacement of ceiling tiles, and other similar duties.
- Assist in requesting proposals for contract work, identifying contractors, coordinating and inspecting contract work, and ensuring that contractors are meeting contract conditions.
 - 1) maintaining maintenance logs and records, working with the Facilities Coordinator to ensure that church facilities are well maintained and good records of maintenance work are kept.
 - 2) meeting with the Leadership Team as necessary for good communication and guidance on repair and maintenance actions.
- Perform any necessary landscape work such as trimming shrubs and hedges and, possibly, light snow and/or ice removal. Lawn maintenance is not a part of the responsibilities for this position.
- Prepare and maintain logs and records
 - 1) order custodial and maintenance supplies as needed. Prepare logs and/or records of supplies ordered and stored as well as operational costs and funding requirements. Ensure that funds are spent wisely and efficiently on supplies. Communicate regularly with the Facilities Coordinator in regard to supply needs.
 - 2) keep computerized records in coordination with existing church computer programs of maintenance activities, needs and contract costs and activities. Prepare reports on at least a quarterly basis for the Leadership Team in regard to maintenance and repair status as well as items in need of attention or action by the Leadership Team. Perform regular inspections and remain current on the status of maintenance and repair potentials in the church and parsonage.

Vacation and sick leave options will be provided in accordance with the church's personnel manual.

Facilities Manager Position Advertisement

Wanted: Community United Methodist Church, Virginia Beach, is seeking someone to fill the position of Facilities Manager. The position requires extensive knowledge and skills with electrical and plumbing systems and other knowledge associated with building operation and maintenance. Good interpersonal and communications skills are necessary. Some computer capabilities will be needed. Certification in plumbing or electricity a plus. This is a full-time, salaried position.