

Our Saviour's Job Description

Position Title:
Facilities Manager

Prepared: March 2019

Reports To:
Director of Administration and Communications

Full-Time

- **The Organization:** Our Saviour's Lutheran Church, a 2,500 member ELCA church located in Naperville, Illinois, has an exciting opportunity for a talented, organized and faith-filled individual to serve as our full-time Facilities Manager. This individual would oversee the operational administration of Our Saviour's two campus facilities, including the maintenance of buildings, and grounds. Develop and maintain a vision for the effective use and up keep of church property. Coordinate and manage maintenance employees, sub-contractors, and volunteers. A key function of this position is volunteer coordination. Develop working relationships with volunteer teams, by encouraging participation and collaborating on project priorities.

Coordinator Duties:

- Collaborate with the Property Committee to develop and maintain short and long-term maintenance goals for both campus buildings.
- Coordinate with ministry teams and outside renters on facilities needs.
- Develop working relationships with volunteer teams, by encouraging participation and collaborating on project priorities.

Regular Duties:

- Manage both campus facilities ensuring that properties are welcoming, safe and clean. Pro-actively inspect and address maintenance issues and normal scheduled maintenance.
- Manage the third-party contractor process including the development of specifications, competitive bidding process, contracting, oversight of the work and successful completion of projects.
- Supervise facility/maintenance staff team.
- Liaison to contracted resources including janitorial services.
- Facilitate periodic regulatory testing, such as fire alarm, fire safety, kitchen safety, etc.
- Serve as liaison to city, county or other governmental agencies regarding building and property conformance to code and regulations.
- Be willing to participate in the performance of projects as needed.
- Formulate and track annual facilities budget assuring cost-effectiveness
- Serve as the contact person for on-call facilities needs and emergencies.
- Authorize payment of facilities expenses in collaboration with Director of Administration and Communications according to approved policies.

Occasional Duties:

- Liaison with fundraising teams and outside renters.

Skills and Requirements:

- Strong Christian faith
- Respective service-oriented self-starter
- Goal and results oriented
- Comfortable with technology needed to manage church maintenance
- General knowledge of building maintenance, carpentry, plumbing, electrical and custodial skills.
- Supervisory experience
- Ability to address and diffuse conflict
- Team oriented, collaborative, curious
- Ability to work independently, yet collaborate in a team environment
- Welcoming, caring spirit and at ease both on one-one basis as well as with large groups
- Strong influential skills
- Willing to work on weekends and evenings
- Ability to lift at least 20 lbs.
- Valid driver's license
- Bachelor's degree preferred
- 5+ years maintenance experience preferred