



Facilities and Grounds Assistant Manager

Position Type: Exempt
Category: Full-Time (Schedule varies, includes weekends & evenings)
Classification:
Reports to: Facilities and Grounds Manager

ORGANIZATIONAL OVERVIEW

St. Luke's UMC is one of the largest United Methodist churches in the U.S. with a membership of over 6,000. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. At St. Luke's, we respond to that call with this purpose statement: We are an open community of Christians helping people find and give hope through Jesus Christ. We are called to: worship God with all our heart, connect with others with all our soul and mind, and serve the world with all our strength. St. Luke's is intentionally striving to be economically diverse, multi-racial and welcoming to LGBTQ people.

POSITION OVERVIEW

Under the direction of The Facilities and Grounds Manager the Assistant Facilities and Grounds Manager manages and coordinates facilities staff to ensure care for daily operations and long-term maintenance of the building. Responsible for working closely with the building scheduler to stay up-to-date on events and happenings in the building.

This position requires skills in leadership, mentoring, organization, decision making, time management and the ability to work closely with others. A basic knowledge of staff management, project management, building operations and technology related to building management is preferred. High importance is placed on communication skills and the ability to adapt to and make decisions based on building needs. Experience in building maintenance, hands-on janitorial and maintenance repair skills.

RESPONSIBILITIES

Supervise and Coordinate Building Maintenance –

In partnership with the Facilities and Grounds Manager oversee and complete routine building maintenance projects and coordinate with vendors on other extensive maintenance projects. The ability to stay on schedule with building maintenance is high priority, while also keeping in mind staying within budget limitations. Use of a building maintenance schedule and keeping it up-to-date is a necessity.

Supervise and Manage the Facilities Staff –

In partnership with Facilities and Grounds Manager lead and develop facilities staff daily. Must be able to communicate directly with employees on expectations and building needs. The ability to coordinate employee schedules, delegate duties and work with the facilities staff to maintain proper building readiness is essential.

Manage and Coordinate Vendor and Contractor Relations –

In partnership with Facilities and Grounds Manager coordinate outside building vendors to maintain basic building needs, analyze vendor contracts and determine who can best serve the building's needs. Develop good relationships by working directly with the vendors to set expectations and to solve building problems. Inspect work completed by building vendors and contractors.

Development and Management of Staff Relationships

Develop relationships with building staff and respond to staff requests. Partner with manager to review facilities employee performance for quarterly discussions and yearly performance reviews.

Responsible for responding to building alarms and emergencies –

In the absence of Facilities and Grounds Manager, prompt response to building alarms such as fire, theft, or HVAC is required. Assure employee safety and ensure necessary steps to deal with building emergencies. Be knowledgeable and able to implement emergency response plans during an active building emergency. This includes after hours and weekend emergency calls.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Bachelor's degree in Facilities Management or related field preferred.
- 3-5 years facilities management or project management and 2 years supervisory experience.
- Experience in building maintenance, hands-on janitorial and maintenance repair skills.
- Working knowledge of Office 365 and facilities management technological systems

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.