

Suncreek UMC Position Description

Position:	Part Time Facilities Manager Suncreek United Methodist Church
Level / Grade:	Administrative
Reports To:	Church Administrator
Pay Range:	\$20 / hour
Work Hours:	20 hrs. / week Monday-Friday: 8:00am – 12:00pm (or as agreed upon flex-schedule with Church Administrator and Trustees); and weekend hours as events occur

Position Description:	
	<ul style="list-style-type: none"> • This position manages the day-to-day facilities operations and maintenance of the church campus. The Facilities Manager is responsible for the security, maintenance and service of the building and grounds to ensure that they meet the needs of the staff and congregation. • Responsibilities include, but are not limited to the following: <ul style="list-style-type: none"> ○ Work closely with the Trustees and staff to understand facility related needs. ○ Ensure tasks are performed to maintain church property and buildings. ○ Works with Trustees and Church Administrator and will solicit and manage service contracts for HVAC, fire protection, janitorial, exterminating, and landscape, including preventative maintenance. ○ Oversee and manage repairs, preventive maintenance, service contracts for HVAC, plumbing, fire protection, mechanical, janitorial, exterminating, painting and landscape. ○ Work with Trustees and Church Administrator to ensure facilities and buildings are in compliance with local, state and federal guidelines, codes and safety regulations and maintain any records and licenses, including attending fire marshal inspection. ○ Test fire and health safety equipment on a scheduled basis. ○ Work closely with the janitorial service to maintain the cleanliness of the church and work with the janitorial help to coordinate with scheduled events. ○ Maintain light fixtures by replacing lamps, ballasts and covers as needed. ○ Oversee parking lot and building light program. ○ Ensure safety measures are taken when inclement weather impacts the church buildings (e.g. ice storms). ○ Maintain a positive working relationship with the Trustees and work with them to care for our facility within the boundaries of the trustee budget and participating in the prioritization of the building maintenance budget and monitor budget expenditures. ○ Maintain a positive rapport with visitors, congregation, and staff.

- Help provide list of tasks for volunteers, coordinated through Trustees.
- Order, manage and stock facility supplies for campus.
- Light janitorial duties as needed.
- Coordinate and execute event set-up and tear-down.
- Other duties as assigned by Supervisor.

Desired Work / Education Experience:

- Relevant experience and abilities and knowledge of building maintenance, landscape, equipment repair, purchasing and inventory of tools and supplies.
- High School Diploma
- Driver's License (Required)

Skills and Qualifications:

- Must understand principles of carpentry, plumbing, painting, HVAC and electrical work.
- Able to work independently in the absence of daily supervision.
- Possess the physical ability to perform moderate or light lifting and carrying, walking or standing for prolonged periods of time, bending, stooping, kneeling, climbing ladders, crawling, operating motorized equipment.
- Operate a variety of hand and power equipment in a safe and effective manner.
- Communicate clearly and concisely, both orally and in writing.