

Facility Maintenance Manager

The Facility Maintenance Manager will manage Church facilities and the building grounds, ensuring that all equipment and structures are in proper working condition.

Qualifications

1. Personal
 - a. Demonstrates Christian character and a strong moral reputation.
 - b. Possesses an attitude of graciousness.
 - c. Communicates and relates effectively with others.
2. Job Skills
 - a. Strong attention to detail.
 - b. Organized and able to manage multiple responsibilities effectively.
 - c. Proactive problem-solving skills, particularly regarding equipment and structures.
 - d. Familiarity with construction principles and practices.

Responsibilities

Maintenance

1. Ensure proper maintenance and functionality on all equipment. This includes, but is not limited to: mowers, UTVs, Church van, HVAC equipment, Kitchen equipment, sprinkler system, and Church tools.
2. Oversee repairs and replacements for broken or failing structures and equipment within the facility and grounds.
3. Engage external contractors for projects beyond the church's internal capacity, ensuring budget adherence.
4. Recruit, train or work with any volunteers that have the appropriate skills to assist in maintaining the facilities' equipment and structures.
5. Manage and maintain the security systems, ensuring the grounds remain secure.
 - a. The Maintenance manager will be an ex-officio member of the Safety Committee, working with them to secure the grounds.
6. Develop and monitor the annual maintenance budget, providing updates to the Trustee Board and Senior Pastor on any unexpected expenses or upcoming needs.

Facility Ground Upkeep

1. Maintain all lawns, including fertilization, sprinkler functionality, and weed control.
2. Trim trees, dispose of debris, and ensure flower beds remain weed-free.
3. Oversee sidewalk and parking lot maintenance, addressing seasonal needs such as snow removal, ice management, and restriping.

Meetings & Services

1. Assist the Custodial Manager with the set up and tear down of rooms for scheduled events.
2. Communicate with fellow staff to ensure all meetings and events have the necessary set up, including HVAC needs.
3. Be available to answer appropriate emergency calls due to maintenance issues at the church.

Be a Full Participant in the Life of the Church

1. Participate in Church life in a way that exemplifies Hebrews 10:24-25.
2. Be supportive of wider Church efforts and vision.
3. Use any gifts to the service of the Church, as able.
4. Attend weekly staff meetings and communicate any needs or questions to pertinent staff members.

Maintain a healthy Spiritual Life

1. Practice regular fellowship with other staff by regularly attending staff prayer planning.
2. Practice regular habits of prayer, Bible study, and fellowship with other believers.
3. Use social media responsibly, representing the church with grace and respect.

Evaluation

The Senior Pastor will evaluate the Facility Maintenance Manager annually with oversight from the Personnel Committee. Reviews should be based on mutually agreed upon performance goals established at the beginning of the calendar year.