



## Job Description

**Title:** Facilities Manager

**Department:** Administration

**Position:** Full-Time

**Support:**

Along with First UMC pastors and his/her fellow staff members, the Facilities Maintenance Supervisor will personally support First UMC's **VISION** to

***Make disciples of Jesus Christ for the transformation of the world.***

In addition, he/she will practice the following **MISSIONAL STRATEGIES** of First UMC:

- ***Loving God***
- ***Growing Together***
- ***Serving Others***

**Qualifications:**

- Devoted Christian who exhibits a personal and growing relationship with God and is committed to ongoing spiritual development
- Effective organizational and planning skills and proven ability to meet deadlines
- Excellent interpersonal, verbal, and written communications skills
- Proficiency with word processing, spreadsheet, and facility related software
- Documented experience in general maintenance and building operations
- Outstanding work ethic including strong attention to details and the ability to be flexible, innovative, and creative
- Experience operating all types of automatic and power cleaning and maintenance equipment
- Hold a valid driver's license and be comfortable pulling a trailer
- Knowledge of lawn maintenance and pest control
- Knowledge of custodial principles, practices, and safety procedures
- Ability to meet physical demands required of position, including ability to: Walk or stand for long periods of time. Bend, twist, squat, crawl and climb ladders in the course of duties. Lift up to 50 pounds off the ground. Use a variety of tools
- Ability to be a self-starter and work independently while keeping supervisor informed
- Prefer a minimum of two years of technical training with at least four years of building maintenance experience

**Essential Functions:**

- Performs general commercial maintenance of building and grounds as well as: painting, small carpentry and plumbing tasks
- Develop, maintain and oversee a preventative maintenance schedule on all equipment
- Responds to fire and security alarms determining nature of concern and collaborating with supervisor while ensuring safety of all people and church property



- Inspect church premises for areas of need/concern and report findings to supervisor
- Respond to office and ministry service and maintenance request
- Support staff and ministry goals through the application of expertise in areas of custodial care, maintenance, building operations, mechanical, electrical, and facility improvements
- Contact vendors to assist in facilitating repairs, ensuring competitive/fair pricing
- Review maintenance invoices to verify correct billing and satisfactory completion
- Coordinate repairs and maintenance of facility and use of volunteers where possible
- Maintain maintenance records, vendor contacts, contracts, and churchwide checklists
- Work as a staff liaison working with Trustees and supervisor to develop and recommend plans to repair/replace needed items and capital improvements
- Ensure church readiness for weekly worship, meetings, and seasonal activities/events
- Oversee setup/tear down for events utilizing self and a volunteer team that you recruit
- Weather proof the campus during extreme weather conditions
- Oversee/coordinate maintenance and safety inspection on church systems and vehicles
- Verify building stays at code and renews inspections, permits, licenses, and insurance
- Maintain asset inventory on all property for insurance purposes
- Supervise and follow up on custodial staff and write their schedule accordingly
- Attend Leadership Team Meetings, as requested, to report on facilities
- Other tasks as assigned by the supervisor

**Lawncare/Landscaping**

- Will handle weekly lawn responsibilities utilizing church lawn equipment (mowing, edging, blowing and whatever else needs to be done to maintain a beautiful campus)
- Power washing of campus as needed/directed and maintaining exterior painting
- Oversee exterior signage and assisting with setting up for community events (pumpkin patch, Jingle and Mingle, B2SF, Fish Fry, Gaga Pit, and other events)
- Maintaining clean/clear property lines and all storage unit organization and security
- Pruning and trimming of bushes and trees
- Budgeting, scheduling, and installing of mulch in appropriate areas throughout the year
- Other landscaping projects as assigned

**Accountability:**

The Facility Maintenance Supervisor is responsible to the Clergy Office or, in their absence, to the Business Administrator.

I have read and received a copy of my job description. I understand what is expected of me.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPRC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_