

Job Description for Facility Manager

Working Title: Facility Manager

Position Purpose: The purpose of the St. Paul's Presbyterian Church Facility Manager is to oversee and coordinate all maintenance matters pertaining to the building and grounds of the property. The Facility Manager will report to the Senior Pastor and the Property Team regarding these matters.

Hours of work: Part time, flexible hours as necessary. Between 6-10 hours per week.

Description of duties:

Outdoor Property Maintenance tasks including, but not limited to:

- Plan and coordinate contractors for yearly lawn mowing/weed eating as approved by the Property Team.
- Plan and coordinate contractors for yearly snow removal during inclement weather conditions as needed as approved by the Property Team.
- Manage volunteers via the Property Team to perform yearly mulching, planting, watering of shrubs and landscaping, and salting sidewalks during inclement weather as needed.
- Plan and coordinate contractors for building and property maintenance involving outdoor power washing, parking lot sealcoating, sidewalk repair, masonry/structural repair, as needed and as approved by the Property Team.

Indoor Property Maintenance tasks include, but are not limited to:

- Identify items in the building that are in need of repair/replacement or items that may pose a safety risk to persons in the building and take appropriate remedial action as necessary.
- Manage and work with volunteers via the Property Team to resolve routine tasks, including but not limited to minor plumbing problems, replacing light bulbs, minor drywall repair and painting, repairing door stops, and other minor items that need repaired/replaced.

- Plan and coordinate the hiring of outside contractors, as necessary, to address more significant maintenance problems to include plumbers, electricians, carpet cleaners, restaurant/kitchen maintenance, etc. as approved by the Property Team.
- Conduct routine and timely operational checks of building safety equipment to include emergency lights and burglar alarms.
- Follow routine maintenance schedules, and coordinate with volunteers via the Property Team to include, but not limited to; servicing ventilation filters, fluid levels in hydraulic lift, seasonal cleaning of indoor areas, checking fluid levels in heat pump, and general repair of cleaning equipment such as the floor scrubber.
- Coordinate with volunteers of the Hospitality Team certain maintenance items relating to the kitchen area that may need addressed.
- Coordinate with custodial staff any maintenance items or concerns.

Essential Functions:

- Have a general background and/or knowledge of basic building maintenance.
- Be able to routinely survey the entire property, including outdoor sheds and parking areas, to ascertain any maintenance problems or identify potential future maintenance concerns.
- Serve as a liaison regarding facility maintenance items/problems to the Senior Pastor or designated staff, when necessary.
- Serve on the Property Team and attend Monthly Property Team meetings and advise the team about the status of repair items and/or projects.
- Serve as a liaison to contractors as needed and when directed.
- Make suggestions to the Property Team regarding potential enhancements to the overall property.