

HIGHLAND PRESBYTERIAN CHURCH

FACILITIES MANAGER

JOB DESCRIPTION

Reports to: Head of Staff

Supervises: Church Custodian

Status: Thirty (30) hours per week, exempt, salaried position with benefits. Occasional work required outside normal business hours.

Summary: The Facilities Manager oversees the management and operations of all the physical facilities of the church. Actively supports the church's core values, mission statement, vision, and various ministries and works alongside other staff and church members. Oversees and is responsible for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping, ensuring the facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities. Oversees and performs some maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical) and property, or acts as church representative with outside contractors and inspectors coming onto the property or into the building.

Responsibilities and Duties: The duties and responsibilities of Facility Manager include but are not limited to the following:

Facilities Management:

- Administers policies and procedures concerning the use of all church property and facilities.
- Approves purchase of custodial and kitchen supplies.
- Approves equipment and furniture purchase as required and after consulting with appropriate committee.
- Works with church committees as necessary in communications with architects, contractors and others hired to improve and/or repair church facilities.
- Works with church staff and committees on budgeting church facility needs.
- Schedules routine inspections, preventative maintenance, and emergency repairs as needed with outside contractors.
- Maintains positive working relationships with regulatory agencies and vendors.
- Ensures compliance with church sustainability initiatives.
- Supervises maintenance and repair of physical properties.
- Establishes and updates a maintenance calendar.
- Establishes and maintains the church's record of all maintenance and property work orders, including cost and labor records.
- Oversees the production of weekly schedules for the custodian, including any special requests for setup, drink requests, takedown and related needs.
- Maintains inventory of supplies and equipment owned by the church.
- Participates in monitoring and maintaining security of facilities and grounds 24/7.

Facilities Coordination:

- Performs routine maintenance on facilities and makes repairs as needed.
- Monitors safety and cleanliness of the interior and exterior of church facilities.
- Maintains the day-to-day operations of church facilities, including delegating or completing maintenance orders.
- Prepares church facilities for changing weather conditions.
- Maintains working knowledge of the church's heating and cooling systems and makes basic repairs and adjustments.
- Oversees the security of church facilities, including responding to any active alarms.
- Performs additional duties as may be requested by church staff.

General:

- Participates in weekly staff meetings and any other meetings as requested by the Head of Staff.
- Attends monthly meetings of Property Committee.
- Communicates with and accepts volunteer help as needed.

Job Skills and Requirements:

- Undergraduate degree preferred; high school diploma required.
- Minimum 5 years of experience with buildings and grounds or facility maintenance.
- Ability to diagnose and perform basic repairs for electrical, plumbing, roofing, carpentry, masonry, and painting. Working knowledge of repair tools and techniques.
- Ability to communicate effectively within the church organization as well as externally as necessary.
- Strong administrative, organizational, and time management skills.
- Keen attention to detail and efficient problem-solving skills.
- Availability and flexibility to work beyond normal hours, to attend committee meetings, occasional church events, and to respond to unexpected emergencies.
- Ability to occasionally lift and/or move up to fifty (50) pounds and be comfortable standing or walking for periods of time.
- Ability to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and flexibility.
- Maintains a valid driver's license.
- Proficiency in Microsoft Office; able to understand, learn and use technology-based systems.
- Ability to work both independently and to collaborate with colleagues.
- Has a congenial, open attitude that fosters positive relationships and can manage a consensus decision-making process.
- Capable of coordinating multiple tasks and adjusting to changing priorities, meeting deadlines, and scheduling of a growing church.
- Demonstrates a strong work ethic and takes initiative.
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible.
- Uses discretion and maintains a high degree of confidentiality.
- Understands and is aligned with core values and mission of Highland Presbyterian Church.
(<https://www.hpclouisville.org/>)