

HIGHLAND PRESBYTERIAN CHURCH

Sharing Hope from the Heart of the Highlands

We're hiring an energetic, experienced person to serve as FACILITIES MANAGER!

The Facilities Manager is responsible for oversight and maintenance of the buildings and grounds, equipment, building systems, general security, and housekeeping on our campus. This person will ensure the facilities are fully operational, safe, clean, neat, and are prepared for services and ministry activities. This entails:

- overseeing the management and operations of the three facilities on our campus.
- actively supporting the church's core values, mission statement, vision, and various ministries.
- working alongside other staff and church members.
- overseeing and performing some maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical), and property.
- acting as church representative with outside contractors and inspectors who come onto the property or into the building.

The Facilities Manager reports to Head of Staff and supervises the Church Custodian

The Facilities Manager will work approximately thirty (30) hours per week in an exempt, salaried position with benefits. Occasional work is required outside normal business hours.

Required qualifications include:

- 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 both in person and via technology. Strong administrative, organizational, and time management skills.
- Understanding of and is alignment with core values and mission of Highland Presbyterian Church. (<https://www.hpclouisville.org/>)

Salary is commensurate with qualifications and experience.

To apply, please send cover letter and resume to louisvillehpc@gmail.com

