

FACILITIES MANAGER

Under the supervision of the Church Administrator:

- Plans, organizes and supervises the facilities management functions for the church properties; hires, orients, trains, provides leadership and performance coaching and evaluation for assigned staff as well as building maintenance volunteers.
- Works in property and risk management, preventive maintenance, safety, supply and equipment procurement; works with Building and Grounds Committee and Administrator to establish building use policies and scheduling; identifies and oversees building maintenance and repair vendors; may make minor building and equipment cleaning and/or repairs.
- Maintains knowledge for guarantees/warranties associated with facilities services (labor and equipment/parts); ensures construction projects follow required building codes and establishes on-going performance ratings for work and products provided.
- Has accountability for recruiting, organizing and supervising building maintenance, and other volunteers in support of the property management functions of the church including Handy Corps (group of building repair/improvement volunteers), determines which tasks are more economically and/or effectively done by volunteers or outsourcing, or in combination with staff.

Examples of Duties and Responsibilities

Monitors all church owned facilities to determine need for repair and maintenance.

In conjunction with the Administrator, shows Cox Ave. properties to potential new tenants; responds to maintenance and repair requests; cleans and repairs when needed; conducts periodic inspection of property and tenant spaces to ensure compliance with leases.

Develops and manages maintenance schedules for buildings, equipment and grounds; plans for short-term and long-term repair and replacement of major systems; coordinates facilities maintenance and repair functions with the Administrator

In consultation with the Administrator, researches, obtains quotes and negotiate contracts for services, and supervise all outside contractors engaged in repair, maintenance, and operations of the physical plant (HVAC, plumbing, electrical, carpentry, painting, flooring, roofing, etc.)

Prepares documents for the Administrator's review such as the guarantees/warranties of each historical (previous transactions) or prospective new transactions for labor services or equipment / parts; assures required building codes and Raleigh permit process are followed (previous or prospective new transactions); develops product and/or vendor performance rating system.

In consultation with the Administrator, deals with emergency and after-hours building repair issues.

Monitors kitchen equipment to ensure that all equipment is maintained and functioning properly and at appropriate sanitary levels (refrigeration equipment, dishwashing equipment, ice making equipment, stoves and other equipment and systems).

Responsible for operation & maintenance of all drainage systems, including roofs, guttering, dry wells, wet wells, and related systems.

Provides oversight of landscape maintenance, in coordination with the Siler Garden Committee, including hiring and supervising yard maintenance personnel (employed or voluntary), weed and leaf control, trash control and removal, planting, trimming, fertilization, and maintenance of shrubs, bedding plants, and trees.

Purchases custodial and janitorial commodities, equipment, and supplies.

Responsible for ensuring that lighting, both interior and exterior, are in operation, repairing or arranging repair as needed.

Responsible for ensuring that all parking lots, including striping and lighting, are appropriately maintained.

Responsible for ensuring tidiness and cleanliness of all storage and common areas used for church property.

Monitors periodic maintenance of fire, elevator and safety systems.

Monitors usage and functioning of cooling and heating systems to assure proper climate control, depending on season and usage of facilities, as well as needs of congregation and others using facilities; trains members of the staff and/or members in the operation of heating and cooling system

Ensures that morning opening and nightly closing of church and other security aspects of occupancy are adequately covered; maintains security cameras and call buttons; maintains Sunday security log book (security sweep and log sheets completed by volunteers).

Demonstrates financial accountability and responsibility (including adherence to budgetary constraints) for property operations functions; is responsible for all recordkeeping functions associated with repair and maintenance functions.

Makes suggestions to Administrator and Building & Grounds Committee regarding how to improve any and/or all aspects of the operations and maintenance of the church facilities.

Attends monthly Building & Grounds Committee meetings

Attends quarterly Siler Garden Committee meeting

Qualifications

Must pay careful attention to details, be able to set and adhere to deadlines.

Must be able to maintain strict confidentiality

Must have a general understanding of lighting/electrical, HVAC/Mechanical, plumbing, landscaping, carpentry, knowledge of building and fire safety code.

Must be able to work a flexible schedule

Must be able to safely lift 50 pounds and able to work in an environment where there are cleaning fumes, dust and a variety of other allergens.

Must be able to work with and supervise volunteers

Must have basic proficiency in MS Word and Excel

Must have NC Driver's License

Recruitment guidelines

Graduation from high school preferably supplemented by coursework in mechanical and/or electrical trade skills, and considerable experience in facilities maintenance and repair, including supervisory work and oversight of contracted vendors; project management experience preferred; or an equivalent combination of education and experience.