

Forks of Elkhorn Baptist Church
Facility Manager
Job Description

Position Summary: The Church Facility Manager will be responsible for ensuring the church facilities are clean, safe, and well-maintained. This role involves managing facility operations, coordinating maintenance and repair activities, overseeing vendor services, and making repairs in house as needed.

The Facility Manager will be under the direction of the Church Pastor and the House and Grounds Committee. The Facility Manager will also attend and give reports as needed at all monthly House and Grounds meetings.

Facility Manager duties and responsibilities: This position has many tasks that are necessary to maintaining a safe and functional environment throughout the Church Facilities and Grounds.

Some **Key Essential Duties** include but are not limited to the following:

- Oversees all facilities, grounds, and parking lots.
- Ensures all buildings and grounds are fully functional, safe, clean, and prepared for all events and activities.
- Develops and maintains a maintenance schedule and calendar
- Develops a long term preventive maintenance plan
- Develops knowledge of all facilities equipment (HVAC, Plumbing, Electrical, Fire System, and any other mechanical systems)
- Maintains and makes repairs as needed to skill set level
- Coordinates repairs and maintenance as needed with outside contractors
- Oversees any outside contractors or inspectors on the property
- Maintains inventory of supplies and equipment
- Actively works to reduce costs and operate more efficiently
- Monitors budget
- Reviews and authorizes payment of invoices
- Obtains approval for purchases pursuant to FOE Financial Policies and Procedures
- Oversees janitorial services
- Oversees landscape, mowing and snow removal crews
- Prepares facilities for all seasonal changes
- Creates emergency plans for unanticipated events like natural calamities and equipment failures
- Occasionally responds to emergencies

- Maintains organized files such as:
 - Repair records
 - Church blueprints
 - Fire system inspections and backflow device testing
 - Fire extinguisher inspections
 - Elevator inspections and certification
 - Emergency lighting (inspection and battery change)
 - All warranties (building, roof, equipment, HVAC, appliances, etc.)
 - Septic and grease trap maintenance
 - Utility bills
 - Other as needed

Skills and Qualifications:

- Strong organizational and problem solving skills
- Ability to manage multiple tasks and projects efficiently
- Excellent communication and interpersonal skills
- Mechanically inclined
- Some knowledge of building systems such as HVAC, plumbing, electrical, and security systems.
- Knowledge of safety regulations and building codes
- Ability to make sound decisions based on available information and prioritize tasks effectively
- Computer skills and ability to work with preventive maintenance software

Education and Experience:

- High school diploma or equivalent
- Minimum 3 years experience in facilities management, building maintenance, or related field preferred

Physical Requirements: Ability to lift and move items up to 40 pounds. Capable of standing, climbing, walking, and working in various environments.

Personal Qualifications:

- Must have a personal relationship and commitment to Jesus Christ as Lord and Savior
- Must have a positive attitude and strong character
- Must be self motivated
- Maintains a professional demeanor and represents the Church effectively
- Must adhere to high ethical standards and maintain confidentiality