

POSITION DESCRIPTION



Date: October 1, 2018

Position Title: Facilities Manager

Status: Full Time / Salaried

Reports To: Jeremy Heavey, **gracespring** Community Life and Operations Pastor

Works Closely With: Facilities Coordinator

Job Summary: With a church the size of gracespring, there is a lot going on! This position helps serve our body in helping provide an environment where first time guests and long time members feel welcomed home by leading our effort in keeping the facilities attractive, safe, clean and maintained. We are looking for a person who serves with a joyful spirit in this important position on the gracespring team.

Responsibilities/Duties:

Management

- Develop and manage a system for attracting, training, equipping and retaining facilities volunteers
- Responsible for all facilities related maintenance & improvement projects
 - When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing
 - Review all outside vendor invoices to ensure and verify satisfactory completion with volunteers and/or contracted professionals
- Ensure compliance and implementation of GSBC facility policies and practices
- Help set and manage budget and control expenses related to all properties, including utilities and grounds, repair costs, HVAC, and maintenance
- Responsible for all facilities-related paperwork, administrative work and budgeting
- Effectively plan and schedule personnel time for maximum productivity
- Regularly inspect the church premises for areas of need or concern
- Ensure physical security of buildings
- Provide leadership, direction and accountability to the Facilities Coordinator
- Any other tasks or responsibilities deemed necessary by the Operations Pastor

Maintenance

- Organize and retain maintenance records for the facilities
- Follow annual/seasonal maintenance checklists
- Maintain an active service log on equipment and buildings
- Maintain all HVAC, plumbing, electrical systems and equipment
- Develop and recommend a plan to repair and/or replace needed items around the facility

Improvements

- Work closely with the Operations Pastor to develop plans to renovate the building to meet the demands and desires of the growing ministry
- Recruit and manage volunteers to have multiple projects running simultaneously

Gracespring Staff Qualifications:

- Flexible, can do, "yes" attitude. Thinks in terms of solutions.
- Committed follower of Jesus
- Proven ability to submit to others out of reverence for Christ. (Ephesians 5:21)
- Proven ability to Biblically handle conflict following principles in Matthew 18.
- Ministry minded, organized and self-motivated.
- An active member of gracespring and or willing to become an active member upon being hired.
- Ability to manage multiple projects simultaneously with excellence.
- Drive for excellence and continual improvement in ministry initiatives.
- Willing to learn online database (Fellowship One), scheduling system (Planning Center) and task management system (Asana).
- Demonstrated ability to effectively manage and direct volunteers.

Position Qualifications:

- General knowledge of building maintenance, HVAC, general carpentry, plumbing, landscaping, electrical, and custodial skills
- Ability to do manual labor, including lifting heavy objects over 50 lbs
- Minimum of High School Diploma and 3-5+ years' experience in similar field.
- Excellent organizational, prioritization, project management and planning skills.
- Demonstrated ability to effectively manage employees and lead volunteers.
- Ability to negotiate with contractors and vendors for facility needs.
- Ability to communicate timely and efficiently with staff and volunteers on facility needs and uses.
- Ability to utilize a computer for e-mail correspondence and work order management.
- Have a valid driver's license
- Be physically fit in order to operate machinery, walk the property, including stairs on a daily basis.

Hours/Compensation:

- Annual salary, paid bi-weekly based on qualifications and experience
- Accrued vacation
- Paid holidays
- Medical Insurance
- Retirement Match
- Allowance for smartphone
- Other Benefits as listed in Employee Manual
- Regular timely attendance during stated or negotiated hours (M-F, 7AM-3:30PM).
- Rotate being on call on Sundays, must be willing to work occasional evenings and Saturdays
- Be on-call 24/7 in the event of emergencies; be one of the point persons for the police and fire department