

Facilities Manager

Saturn Road Church of Christ

Garland Texas

Job details

Salary

From \$50,000 a year

Job Type

Exempt Full-time

Submit Resume to sanderson@saturnroad.org

Facilities Manager Job Description

TITLE: Facilities Manager

REPORTS TO: Administrative Elders

Summary

This position manages the day-to-day facilities operations and maintenance of the church and campus. The Facilities Manager is responsible for the security, maintenance and service of the building and grounds to ensure that they meet the needs of the congregation and staff of Saturn Road Church of Christ.

Essential Functions

General Responsibilities:

- Oversee and manage the contracts and providers for services, mechanical, landscaping, and specialized facility maintenance.
- Define scope of work needed and solicit bids for various contracts including painting, plumbing, electrical, HVAC, exterminating, flooring, and others deemed as necessary.
- Maintaining local code regulations and licenses for Fire Protection, Water Supply and Elevator systems.
- Work closely with Ministers and Ministry Leaders to understand needs as they relate to our facility and ministry functions.
- Oversee and manage custodial/maintenance staff to maintain the cleanliness of the church facility and grounds.
- Oversee the church calendar of events to ensure custodial/maintenance staff is coordinated with calendared events.

- Ensure facilities and buildings comply with local, state, and other federal guidelines and safety regulations.
- Monitor HVAC system scheduling routine maintenance and scheduling repairs with appropriate contractor as needed.
- Responsible for building security managing a door lock system by maintaining a facility door lock schedule, issuing keys and door lock fobs as needed.
- Participate in the preparation of the building maintenance budget; monitor budget expenditures.
- Ensure electrical, plumbing, carpentry, and general tasks are performed to maintain church property and buildings.
- Troubleshoot network issues when problems arise with Wi-Fi, HVAC interface, door system, internet, or server. Contact and oversee contractors in each of these areas when outside work is needed.
- Performing basic work to maintain church property and buildings. Examples of tasks may include:
 - Maintaining of light fixtures by replacing lamps, ballasts and covers as needed.
 - Transporting and emptying trash and recycling containers as necessary
 - Basic repairs and preventative maintenance such as carpet cleaning, painting, etc.
 - Oversee parking lot and building light program.
 - Maintain a positive working relationship with the Church Staff and work with them to care for our facility within the boundaries of the adopted budget.
 - Attend weekly staff meetings.
 - Maintain a positive rapport with visitors, congregation, and staff.

Competencies

- Methods and principles of general building maintenance
- Basic principles of carpentry, plumbing, painting, and electrical work
- Basic knowledge of computer network and networked devices
- Perform preventative maintenance services
- Operate a variety of hand and power equipment in a safe and effective manner
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Physical Demands

Environment:

Work with machinery; work at heights; exposure to electricity, water, noise, dust, grease, smoke, fumes.

Physical:

Sufficient physical ability to perform moderate or light lifting and carrying; walking or standing for prolonged periods of time; bending, stooping, kneeling, climbing ladders, crawling; operating motorized equipment and vehicles.

Position Type and Expected Hours of Work

This is a full-time, overtime exempt position. Occasional additional work is required around large events.

Supervisory Responsibility

This position has direct supervisory responsibilities for custodial staff. In addition, will work closely with staff, volunteers, outside vendors and contractors to ensure facility events, improvements and repairs are completed on schedule.

Required Education and Experience

- High School Diploma
- Experience is key for the facilities manager job. Facilities managers will have to demonstrate managerial experience and abilities, as well as knowledge of building up-keep, purchasing, supplies, groundskeeping, and equipment repair.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job Type: Full-time

Pay: From \$50,000.00 per year

Benefits:

- Paid time off
- Health Insurance
- Life and AD&D Insurance

Work setting:

- In-person at church facility

Experience:

- Maintenance and supervision: 2 to 3 years (Preferred)

License/Certification:

- Driver's License (Required)
- CDL (Preferred)