

Facility Manager

Position description

- This is a full-time (40+ hours/week) position reporting to the Administrative Pastor and working closely with the Building Coordinator, Technical Director, and Ministry Leadership Team to ensure overall readiness of the building for scheduled events.
- Exercise direct oversight of the Physical Plant, lighting controls, surveillance cameras, event contracts, scheduling, setups and teardowns, vehicle usage, and maintenance.
- Coordinate building usage with the Ministry Leadership Team and outside rentals.
- Working hours are generally 7am-4pm, four weekdays plus Sunday, but may occasionally include evenings and Saturdays.
- Ability to lift 40 pounds frequently.
- Compensation is based on experience and includes Family Medical Benefits, Paid Holidays, and two weeks of vacation per year in the first year. A voluntary 403(b) tax-qualified deferred compensation program is available.

Operations Management

- Establishing goals and procedures: evaluating and prioritizing projects; assigning tasks and monitoring the performance of subordinates; developing and monitoring an assigned budget; forecasting needs; approving expenditures; maintaining records; and preparing operational reports.
- Responsible for all custodial staff including recruitment, hiring, training, and evaluation.
- Clearly define each custodial responsibility.
- Ordering and stocking all custodial supplies.
- Coordinate repairs and schedule maintenance to ensure trip readiness of church vehicles.
- Outside responsibilities include snow removal from concrete surfaces and coordination of snow removal from the parking lots and drives.
- Performs minor repairs when able, such as patching sheetrock, repairing/replacing plumbing and electrical fixtures, etc.
- Schedule routine maintenance, painting, carpet cleaning, etc.
- Repairing/replacing or purchasing/installing furniture and fixtures as needed.
- Regular attendance at Board of Trustees and 5725 Highland Drive, Inc. meetings is required.
- Develop and maintain, in cooperation with the Board of Trustees and 5725 Highland Drive, Inc., an extended Capital Replacement plan to address both short-term and long-term facility needs, including funding for those needs and projects.

Systems & Maintenance Management:

- Management of building systems and controls including HVAC, lighting, fire alarms, keys and keypads, and security cameras.
- Management of the irrigation system for lawns, islands in the parking lot, and flower beds; coordinate lawn care, fertilization, and weed control.
- Maintenance of the building and grounds in general, including contacting electricians, plumbers, etc. when needed for building and equipment in the building, including appliances.
- Troubleshooting when able to see if professional repairs are necessary.
- Provide direct oversight of contractors while onsite.
- Other duties as assigned by the Executive Pastor.

Please submit your resume and cover letter to Josh Deacon @ jdeacon@hpcc.cc