

## Job Description and Qualifications

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Job Title:	<b>Assistant Manager of Facilities</b>
Department:	Facilities
Position Schedule:	Full-time (generally M-F; occasional Sundays but on-call for maintenance needs/events)
Classification:	Exempt, not eligible for overtime
Reports To:	Director of Facilities and Operations
Supervises:	Assigned facilities and maintenance personnel
Date:	September 2018

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### **PURPOSE**

To supervise maintenance workers and provide basic maintenance and repairs on a 34.17 acre church/campus. Assist and work closely with the Director of Facilities and Operations to ensure the delivery of high-quality, hands-on, hospitality based Facilities & Maintenance services.

### **PRIMARY DUTIES**

1. Based on daily work schedule and work orders, work with little supervision to perform maintenance and repairs as needed. Areas of responsibility may include:
  - HVAC maintenance, repair, upgrade & installation;
  - Plumbing and electrical systems;
  - Carpentry (cabinet, furniture, pew repair);
  - Basic remodeling projects (hang sheet rock, mud and tape);
  - Painting – interior or exterior;
  - Roof, rain gutter and drain maintenance;
  - Parking lot and grounds – supervise and assist groundskeeper;
  - Lighting, re-lamping, repair, upgrade & installation;
  - Intrusion alarm and Fire alarm systems;
  - Snow removal/ice melt application as needed;
  - Basic vehicle/fleet maintenance;
  - Special projects (including construction, remodeling) as assigned.
2. Supervise assigned maintenance personnel and volunteers:
  - Assist with hiring, training, and evaluating the performance of assigned personnel;
  - Manage and supervise contracted services and personnel;
  - Request bids from specified vendors and contract service providers;
  - Utilize work order system to manage daily reactive and proactive maintenance work;
  - Serve as “Manager on duty” during major church events (both inside and outside events); assign necessary facilities staff to maintain an appropriate level of staffing and supervision;
  - Participate in the implementation, supervision and administration of facilities volunteer programs and opportunities.
3. Work with Director to coordinate and manage facilities service activities that appropriately meet the need of church ministries, congregation, and community:
  - Respond to staff inquiries for maintenance as needed;
  - Ensure that appropriate safety standards are met/in compliance with current codes and appropriate documentation is maintained;
  - Coordinate and complete assigned specific safety functions including in-house safety inspections, participation in annual CPR/First aid training;

- Ensure the maintenance department is performing preventative fire safety functions including confidence testing of fire extinguishers, fire hydrants, range hoods, fire sprinklers and fire alarm system;
  - Ensures staff compliance with church and departmental policies, procedures, service standards, regulatory requirements and safety practices;
  - Assist in meeting departmental budgeting goals including development of maintenance budget.
4. Respond to off-hour emergencies as needed:
- Meet cell phone accessibility per policy;
  - Respond to intrusion alarm calls;
  - Respond to fire alarm calls;
  - Assist with the implementation Emergency shelter activations.
5. Perform other duties as assigned by Director.

#### **EDUCATION AND EXPERIENCE**

- High school diploma or GED required.
- Previous supervisory experience required; 3-5 years' experience supervising or managing a facilities department highly preferred.
- Demonstrated experience in HVAC, electrical, and plumbing systems.
- Facilities Maintenance Certification desired.
- NACFM Facilities Manager Certification desired (preference will be given to applicants with NACFM certification; post-employment certification is acceptable).

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic maintenance and repair skills in the areas of responsibility listed above under "Primary Duties.
- Ability to lift 50-75 pounds.
- Ability to climb ladder/navigate elevated roofing systems; Elevated platform/Aerial lift certificate desired.
- Ability to perform daily tasks without direct supervision.
- Ability to organize and prioritize multiple projects with changing deadlines.
- Ability to work in a timely and efficient manner under deadlines and stress.
- Ability to effectively supervise, develop, coach, and motivate individuals and teams.
- Ability and willingness to work a variety of shifts and hours to accomplish mission.

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**All employees are required to pass a criminal background check prior to start of employment.**

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.