[Church name]

Church facility manager

Job description

Reports to: [the executive pastor, church administrator or business manager]

Hours: [full time, about 40 hours a week], including some evenings and weekends for events and building emergencies

Pay: [$__ to $__ a year]

About the job. [Church name] is looking for a facility manager to keep our buildings and grounds safe, in good repair and ready for worship, ministry and the community groups that we host. You'll take care of repairs and preventive maintenance, work with our contractors, keep our inspections current and help us plan for the big repairs ahead, so our staff and members can put their attention on ministry.

Repairs and requests

- Keep one list of every repair request, whether it comes in by email, a phone call or someone stopping you in the hall, and work through it by priority.
- Make the repairs that you're qualified to make, and bring in a licensed contractor for the electrical, plumbing, HVAC and roofing work beyond that.
- Let the person who reported a problem know when it's fixed.

Preventive maintenance

- Keep a maintenance schedule for the HVAC, roof, plumbing, kitchen equipment, grounds and everything else that needs regular care, and make sure each job gets done on time.
- Change the HVAC filters, test the emergency lights and keep up the other routine checks [or see that the custodian or a contractor does].

Inspections and safety

- Keep track of every inspection and certificate that the building needs, such as the fire alarm, sprinklers, fire extinguishers, kitchen hood, boiler, elevator and backflow preventer, and schedule each one before it's due.
- Keep the keys, alarm codes and access list current, so you always know who can get into the building.
- Know where the water and gas shutoffs, electrical panels, fire extinguishers and AED are, and keep the building's emergency plan up to date.
- Fix or report a safety hazard the same day that you find it.

Events and rooms

- Work with [the church office] on the calendar so each room is set up, heated or cooled, and unlocked for services, classes, weddings, funerals and outside groups.
- Be on site or on call during large events.

Contractors and cleaning

- Get quotes, schedule contractors and check their work, and keep their insurance certificates and service contracts on file.
- Oversee the custodian, cleaning company or volunteer cleaning team.

Budget and planning

- Prepare the yearly building budget with [name], and keep track of what's spent.
- Keep a list of the big-ticket items, like the roof, the HVAC units and the parking lot, with their ages and rough replacement costs, so the church can plan for them.
- Meet with [name] regularly to go over priorities and concerns.

Other duties

- [If this job includes it: keep the church vehicles serviced and ready for trips.]
- Other building-related duties as needed.

What we're looking for

- Someone who shares our beliefs and core values [and is in agreement with our statement of faith].
- A positive attitude and a strong work ethic.
- Experience maintaining or managing a building, such as a church, school, office or apartment complex, with a working knowledge of HVAC, plumbing and electrical systems.
- Organized enough to keep track of many requests and dates at once.
- Clear and patient with staff, volunteers, members, renters and contractors.
- Available some evenings and weekends, and on call for building emergencies.
- Trustworthy with keys and alarm codes, and willing to pass a background check, because the job comes with access to the whole building, including the children's areas.
- Able to lift [50] pounds and use a ladder safely.
- A valid driver's license, for runs to pick up parts and supplies.

To apply: Send [a résumé, a short note about yourself and two references] to [name and email] by [date].