



FACILITIES MANAGER – JOB DESCRIPTION

The Facilities Manager is responsible for ensuring that the properties at Salem Evangelical Church are well maintained, safe, and provide a welcoming environment to its members, attendees, neighbors, and the communities. This position is responsible for managing the day-to-day oversight of the custodial staff, as well as the volunteers who work on the facilities and grounds.

Classification

Full-Time

Average Work Schedule

40 Hours/Week

FLSA Status

Non-Exempt

Department

Facilities

STATEMENT OF EXPECTATIONS

Salem Evangelical Church (SEC) expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

1. Adhering to the Church's policies and supporting Management decisions and goals in a positive, professional manner;
2. Possessing a strong and growing personal commitment to Jesus;
3. Representing SEC with a high level of integrity and professionalism;
4. Demonstrating willingness to adapt to changing business needs and deadlines;
5. Possessing a work ethic that includes neatness and punctuality;
6. Exhibiting a professional, businesslike appearance and demeanor;
7. Demonstrating knowledge of and adherence to SEC's equal employment opportunity (EEO) policy and practice by: treating all individuals with respect; displaying sensitivity for cultural differences; educating others on the value of diversity; promoting a work environment free of harassment of any type; contributing to the construction of a diverse workforce; and supporting affirmative action; and
8. Performing the essential functions of the **Facilities Manager** safely, without endangering the health or safety of self or others; reporting unsafe or potentially unsafe conditions; complying with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

ESSENTIAL FUNCTIONS

1. Responsible for overseeing the custodial staff, including general direction, and coaching.
2. Provide day-to-day assignments, coaching, and monitoring results of work performance for custodians and facility maintenance volunteers.
3. Works with the Board of Trustees and the Senior Pastor to prioritize needs and determine solutions within the maintenance account budget.
4. Obtains bids for various items or projects needed by the Church.
5. The following independent decision making, and mental performance is required of the position includes, but is not limited to:
 - Problem-solving
 - Projects or safety/facility issues that need to be brought to the Trustee or Business Manager level.
 - Assist in making decisions on how the job is to be accomplished and resources needed.
 - Requires the ability to define bid contracts and work through appropriate application of said contracts to ensure outcomes are met.
 - Balance request needs and prioritize based on life safety and ministry needs.
6. Provide hands-on maintenance of the entire church property, including the church building, classroom hallways, Children’s Center, Activity Center, parking lots, storage shed, church grounds and vehicles. Typical activities include: painting, repairing holes in drywall, lubricating hinges, replacing light bulbs, and scheduling vehicle maintenance, such as oil changes, tires, wipers, air filters, etc.
7. Coordinate and or participate in new construction or projects that may include but not limited to building walls, installing carpet, and building bookcases, shelving, or other items.
8. Install new or replacement equipment such as window blinds, kitchen appliances, and bulletin or marker boards in classrooms.
9. Monitors and adjusts HVAC, lighting timer/photocell, back flow, fire systems, electrical systems, alarm systems, and other electronic devices.
10. Provides or schedules maintenance for the HVAC units, elevators, fire, and electrical equipment according to the maintenance schedule. Completes paperwork for backflow, fire, elevator, MSDS, and other regulatory requirements.

ADDITIONAL RESPONSIBILITIES

1. Perform other duties as assigned.

INTERACTION AND ENVIRONMENT

Work areas are typically outside, working around Church facilities. Balance of time is spent working inside in a climate-controlled environment with light to moderate background noise.

Reports To: Assistant Pastor

Supervises: Custodial Staff

MATERIAL AND EQUIPMENT USED:

Hand Tools

Power Tools

Table and Miter Saw

Email

Telephone

Voicemail

Electrical Tester

Plumbing Tools

Heavy Equipment

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

SEC complies with the Americans with Disabilities Act (ADA) and will strive to make reasonable accommodations in order to enable individuals with disabilities to perform the essential functions of their job. The expected physical demands of the position are described below.

1. This position requires the employee to spend approximately 80% of his or her time moving around the facilities and work areas; the balance of time (approximately 20%) is spent working at a desk.
2. This position requires the employee to effectively communicate with coworkers, customers, and outside agencies, by telephone and in person.
3. This position requires the employee to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
4. This position may require the employee to transport, with or without assistance, up to 50 pounds of maintenance, construction, and landscaping supplies.
5. This position may require the employee to access supplies in low cabinets and shelves.
6. This position requires the employee to work in varying indoor and outdoor conditions and requires the employee to stand and walk frequently.

PROFICIENCIES

1. Good written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
2. Solid word processing and computer database skills with knowledge of Microsoft Office applications.
3. Good interpersonal skills with the ability to effectively work with individuals and groups at all organization levels; ability to work independently and as part of a team.
4. Strong analytical ability with active listening skills.
5. Possess excellent customer service skills.
6. Ability to:

- Take initiative and prioritize tasks; excellent time-management, organizational, problem-prevention, and problem-solving skills.
- Work accurately with close attention to detail.
- Maintain confidentiality of sensitive information.
- Ability to study and apply new information.

EDUCATION AND EXPERIENCE

1. Associate degree in an equivalent, related field preferred.
2. Three (3) years of work experience in facilities management.