



## FIRST PRESBYTERIAN CHURCH OF EDMOND

*being disciples...making disciples!*

### **JOB TITLE**

Facilities Manager (Full Time)

### **PURPOSE**

To provide oversight and management of a church facility, grounds, and related staff that is designed, maintained, and improved for fulfilling our congregation's mission: We are a community of joyful Christians, being equipped as disciples and making disciples for Jesus Christ. We Gather for worship and community; we Grow in intimacy and understanding; and we Go to serve and to share.

### **POSITION RESPONSIBILITIES**

The Facilities Manager is directly accountable to the Executive Director of Ministry Support, to the Lead Pastor, and to the Property Committee of the Church.

- \* Manage all maintenance activities of the building and grounds. Supervise the performance of all contractors and staff, maintenance, and custodial personnel to see that buildings are kept clean and well maintained on the inside and outside.
- \* In concert with the Executive Director of Ministry Support, manage the purchase, repair, and inventory of building and grounds equipment.
- \* Conduct a facilities audit annually. Assess all property and equipment. Based on the audit, prepare a proposed schedule for anticipated maintenance, repair, or replacement of equipment.
- \* In addition to the replacement and repair aspect of the annual audit, provide insight into potential future opportunities regarding the use and improvement of the church facility for the purpose of fulfilling the congregation's mission, vision, and strategy.
- \* In coordination with the Executive Director of Ministry Support, and in supervision of the Head Custodian, supervise the arrangement and scheduling of all activities related to the maintenance and set-up of the facility.
- \* Document all critical procedures: assign and train primary ownership and back-up personnel for each.
- \* Store procedures where staff has easy access. Create duplicates for Executive Director.
- \* Attend meeting of the Property Committee, keeping them informed of major repairs and/or equipment needing replacement.
- \* Assist, develop, and coordinate all activities related to energy management, construction, and renovation programs with the appropriate committees, the Executive Director of Ministry Support, and the Lead Pastor.
- \* Attend weekly staff meetings.
- \* Manage the overall security of the church grounds and facilities. Ensure that the building is in a safe condition and locked when the premises are vacant. Work together with the Property Committee to develop and approve a security plan and protocol for the congregation, facility, and grounds.
- \* Assist in the development of the annual budget for the facilities and grounds of the church, in conjunction with the Property Committee. Monitor activity throughout the year to ensure adherence to the budget.
- \* Maintain or supervise the maintenance of all vehicles owned by the church, including making sure that registrations and licenses are up to date and that drivers of vehicles are properly within the policy requirements of the congregation.



## FIRST PRESBYTERIAN CHURCH OF EDMOND

*being disciples...making disciples!*

- \* Train others in church leadership and/or on staff so that all critical facility systems have a two or three deep backup for operation. This includes software used to lock the building electronically, scheduling software, and HVAC software and equipment.
- \* Other duties as directed.

### **RELATIONSHIPS**

Work directly with Executive Director of Ministry Support, with Head Custodian, and with church custodians and maintenance personnel. Work with various committees in the scheduling of the use of the facilities in church related activities. Work with or supervise work with outside agencies and individuals requesting use and/or rental of church facilities. Attend staff meetings.

### **EVALUATION**

Performance reviews will be conducted annually by the Executive Director of Ministry support, in communication with the Lead Pastor and the Personnel Committee.

### **COMPENSATION**

The position of Facilities Manager is a full time exempt salaried position.

### **QUALIFICATIONS**

- \* 6-8 years of progressively responsible experience in facilities maintenance, including supervisory experience.
- \* Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including basic skills and abilities related to plumbing, janitorial, electric, and carpentry.
- \* Knowledge of the approaches and techniques involved in budgeting, labor relations, contract management, project management, record keeping, etc.
- \* Knowledge of safety practices and applicable regulations.
- \* Knowledge of security practices and protocol related to facility management. Security training is not required but is a plus.
- \* Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of a large and growing congregation
- \* Ability to attend meetings outside of normal business hours
- \* Sunday mornings will be required for this position, and the weekly schedule will be flexible to account for full time employment including Sunday mornings.
- \* Ability to respond to emergencies on a 24-hour basis and lead effectively in stressful situations.
- \* Ability to train others so the church is fully equipped to respond to any need pertaining to grounds and facilities.

### **APPLICANT CONTACT**

Please send your resume and cover letter by April 14, 2017 to [jobs@fpcedmond.org](mailto:jobs@fpcedmond.org) or mail to First Presbyterian Church, attn: Sheila Cahlik, 1001 South Rankin, Edmond, OK, 73034