

Trinity Baptist Church Cordova, Tennessee

POSITION TITLE

Facility Manager

Recruited/Hired By: Executive Pastor and Personnel Committee
Supervisor: Executive Pastor
Supervises: Custodial/Maintenance Staff
Employee Classification: Salaried Manager
Salary Range: As established by the Personnel Committee

POSITION QUALIFICATIONS

Education: High School; college and/or technical training is preferred.

Experience: 1-3 years of experience in facility management

Skills: Leadership Qualities + Strong Relationship Skills + Team Player + Flexibility + Current knowledge of building maintenance + Strong Work Ethic.

Principle Function: The facility manager is responsible for the ongoing maintenance, upkeep and custodial care of all church owned property and facilities...including but not limited to: buildings, grounds, mechanical equipment, furnishings, storage and tools.

Requirements:

- Maintain a growing relationship with Christ.
- Attitude of a servant and view job as ministry to help and serve others.
- Maintains proper priorities and balance in various areas of life: home, work, leisure & community life.
- Adequate physical capacity to fulfill the job responsibilities. A suitable candidate will be in good health and able to regularly lift or move heavy loads (example: stack and move 35 chairs on a cart).
- Open to flexible work schedule based upon the varied weekly schedule of events.

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Specific List of Responsibilities:

- Oversee the following facility management arenas:
 - **Maintenance** – inspect and upkeep of buildings and grounds
 - **Housekeeping** – manage and schedule staff and any service contracts
 - **Volunteers** – enlist and guide volunteers to help with building projects
 - **Security** – ensure safety of buildings, grounds, assets and people
 - **Grounds** – manage the landscaping contract to care for the grounds including the athletic fields and promote upkeep and beautification
 - **Building Use** – manage the building and room setups for all church events
- Provide a weekly project and work status report to the supervisor
- Maintain relationships with vendor representatives for all contracts
- Coordinate delegation of daily schedules for cleaning and upkeep of the buildings
- Assist in establishing and following a comprehensive preventative maintenance system for all equipment and facilities
- Establish and maintain a comprehensive inventory system of all church owned equipment, furnishings and tools.
- Recommend purchase of needed equipment and other improvements
- Prepare and manage an annual operating budget for all the facilities
- Develop, maintain and implement a comprehensive Facility Operations Policy and Procedure Manual
- Hire, train and manage maintenance staff

Works Cooperatively With:

Pastor, Staff, and House & Grounds Committee of Trinity Baptist Church

Annual Evaluation Conducted By:

Executive Pastor

If you are interested, please send your resume to rllee@trinitybaptistchurch.org!