

Job Description - Facilities Manager

First Presbyterian Church
Highlands, North Carolina

Title: Facilities Manager

Reports to: Administrative Manager and Senior Pastor

Coordinates with: Elder of Property

Requirements:

This position is responsible for maintaining all church property as directed by the Administrative Manager and Session Elder of Property. The position requires the Facilities Manager to be proactive in addressing any issues which might impact the proper function of the church physical plant and grounds, as well as assisting with various church activities, as needed.

Qualifications:

The position requires the following minimum qualifications:

- Ability to coordinate scheduled work hours consistent with church maintenance and other required activities;
- Ability to perform all duties of the position with limited supervision;
- Ability to recognize and define the need for preventative maintenance and/or repairs and servicing to all church property and equipment and to report such needs to the Elder of Property in a timely manner.

Duties and Responsibilities:

The Facilities Manager is responsible for the upkeep and maintenance of all interior and exterior areas of the Sanctuary, Coleman Hall, administrative offices, and Sonshine School. This responsibility includes all rooms, restrooms, and mechanical equipment rooms and the associated grounds including the courtyard, the Memorial Garden, the west side green space and walks, the Main Street steps, benches, and landscaping and the Church and Fifth Street entrances.

Duties are outlined in the Maintenance Manual. Duties are based on maintenance needs and church activities, such as set up and breakdown for church luncheons or other events, holiday decorating and preparation of the Memorial Garden for burials. The Facilities Manager is expected to coordinate any outside vendors, for example, landscaping, HVAC, and elevator maintenance, in conjunction with the Church Administrator.

Duties may be revised from time to time, determined by the needs of the church.

General responsibilities include:

- Operation and maintenance of mechanical systems, such as: refrigerators, boilers, heating, ventilation and air conditioning units, hot water systems, kitchen equipment, electrical and piping systems (i.e. gas, water, fire protection and sewers systems).
- Liaison with any routine contract maintenance and supply companies, large maintenance for projects, fire protection equipment, pest control, and kitchen.
- Ordering and receiving supplies and equipment.
- Stocking supplies (paper towels, toilet paper, soap, etc.)
- Tasks involving security (locking doors, operating security systems, etc.) and safety (emergency/exit light sign testing, first aid kit maintenance, etc.)
- Logistics for regular services and events on church calendar (chairs & tables, decorating, lighting, acoustics, audio and video, etc.)
- Emergency response during bad weather.
- Small building repairs (painting, drywall/plaster work, replacing ceiling tiles, light bulbs, etc.)
- Liaison with vendors responsible for the church grounds and cleaning of the buildings.
- Compliance with all building codes.
- Other maintenance tasks not handled by a contract service or church volunteers, such as: returning premises to a neat and orderly state following services and events, disposal of trash, running local errands or trips needed by the church and other miscellaneous tasks.
- Communication with supervisory staff regarding facility upkeep and situations requiring additional approval and financial support.

Compensation:

The Facilities Manager is an hourly, part-time employee and is paid bi-weekly. W-2 withholdings are applied in accordance with the employee's W-4 form which is to be reviewed annually.

A performance evaluation will be conducted after the initial 90-day probationary period, and annually thereafter within 30 days of the employment anniversary date.

Work Week:

Hours worked will be determined by the needs of the position. Hours can be determined by the individual, as long as they are agreed upon beforehand with the appropriate parties.

Vacation and Sick Leave:

Part-time employees are granted prorated leave based on the vacation and sick leave policy for full-time employees.

Holidays:

The Facilities Manager position does receive holiday benefits. Please refer to Page 13 of the *Personnel Policies and Procedures Manual*. If the Property Manager is required to work on a

holiday, then at the discretion of the Sr. Pastor, the employee may take another day off in lieu of the holiday as long as the day falls within the same pay period.