



**JOB TITLE** Facility Manager

**HOURS** Full-Time/Hourly/Non-exempt

**REPORTS TO** Business Administrator

**CORE:** GracePoint is a Protestant church that believes all Christ-followers are ministers before God. As a member of the priesthood of believers, you must live and fulfill your duties at GracePoint according to Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord, not for men.”

## **OBJECTIVE**

Oversee and assist in the cleaning and maintenance required for smooth and efficient operation of the church facility for regular church programming, special church events, and rental functions.

## **QUALIFICATIONS**

### ***SPIRITUAL***

- Committed, growing Christian, deepening his or her personal relationship with Jesus Christ and modeling it to others.
- Exhibit personal qualities that are of the highest integrity and unquestionable honesty.
- Earnestly seek God’s will above all other possible motivations.
- Endorse, support, and effectively communicate the Mission, Vision, and Value Statement of GracePoint Church.
- Exhibit Christ’s love by developing positive and encouraging relationships within the church body.

### ***EDUCATION AND EXPERIENCE***

- High school diploma required; post-secondary degree preferred.
- One or more years experience in facility maintenance and custodial duties, preferably in a supervisory role.
- Special boiler license and CDL Class B license required or obtainable within one year of employment.

### ***SKILLS AND ABILITIES***

- Preferable spiritual gifts: Craftsmanship and Helps.
- Proactive self-starter with strong time-management skills and the ability to appropriately prioritize multiple tasks.
- Highly responsible, service-oriented and extremely flexible.
- Ability to operate a wide variety of tools and machinery.
- Proven ability to recruit volunteers and effectively delegate responsibility.
- Must be in a condition that allows for long periods of physical activity.
- Must be able to lift up to 40 lbs. and operate a lift.
- Teachable team player who can also work independently.

### ***REQUIREMENTS***

- Must be able to pass a criminal records background check.

## **RESPONSIBILITIES**

- **FACILITY MAINTENANCE:** Work under the direction of the Business Administrator, in coordination with the Property Management deacon, to resolve issues related to the heating, cooling, plumbing, and electrical areas of the property, as well as any other areas deemed necessary by the Business Administrator. Proactively plan for necessary maintenance projects; assess whether it should be done personally or by volunteers or contract vendors. Serve as main contact for all outside vendors dealing with facility maintenance and schedule any necessary routine maintenance. Facilitate and oversee all work on GracePoint owned properties.
- **MACHINERY AND EQUIPMENT MAINTENANCE:** Work with support staff to maintain and repair office equipment and property management tools, equipment and machinery.
- **CUSTODIAL:** Ensure regular cleaning of facility in coordination with regular weekly programming and special events. Facilitate setups and takedowns for regular weekly programming and special events. Serve as the direct supervisor for custodial staff and volunteers. Assist the Business Administrator and Property Management Deacon in recruiting and hiring custodial staff.
- **VEHICLE MAINTENANCE:** Manage use, maintenance and repair of all vehicles.
- **SPECIAL EVENTS AND FACILITY RENTALS:** Coordinate special setups, takedowns, openings and closing of facility and getting church ready for normal programming with any special events or rentals.
- **ADMINISTRATION:** Ensure volunteers who serve with vulnerable populations have passed a criminal background check. Keep inventory and orders supplies and materials as needed. Manage and track system of facility use requests. Duplicate all church keys and oversee their distribution and use.
- **COMMUNICATION:** Inform Business Administrator, Property Management, staff, and other necessary individuals concerning facility maintenance events and/or issues that arise. Serve as the main contact for rentals of church facilities, manage contracts with outside groups and clearly communicate expectations and fees.
- **RELATIONAL:** Work under the direction of the Business Administrator and with the Property Management deacon, as well as with volunteers as needed. Additionally, interaction with pastoral and support staff will be necessary as specified by the Business Administrator.
- **BUDGET:** Work with Business Administer and Property Management Deacon in planning the property management budget in regards to facility maintenance or custodial needs. Purchase tools, machinery, and materials within the property management budget.
- **SEASONAL:** Facilitate and oversee the mowing and upkeep of all GracePoint properties during warm seasons and the snow removal and upkeep of GracePoint properties during cold seasons.
- **OTHER:** Per the Business Administrator's direction, assist the church staff as needed. Complete other tasks as directed by Business Administrator. Attend staff meetings, retreats, and staff functions as directed by the Business Administrator.

## **COMPENSATION AND BENEFITS**

Semi-monthly compensation; benefits eligibility is outlined in the current version of the GracePoint Church Employee Handbook.