

# ARMSTRONG CHAPEL United Methodist Church PERSONNEL JOB DESCRIPTION

**Position:** Facilities Manager  
**Classification:** Part Time, Hourly (20 hours a week)  
**Armstrong Chapel UMC Vision:** A welcoming community alive in serving Christ.  
**Reporting:** Reports directly to Lead Pastor; Coordinates with pastoral and program staff;  
Supervises Cleaning services, Contract providers and custodial staff

**Mission of Facilities Manager:** The Facilities Manager is responsible to insure that the buildings and grounds of the Church are clean and in good repair, properly prepared and set up for scheduled events, and available to enhance various ministries of the Church.

## **Responsibilities:**

- Maintaining the facilities of the church so that they are clean, orderly and prepared for church events and ministries at all times.
- Schedule and supervise the activities of all the Custodians/Contractors to ensure this goal is met.
- Hands on custodial duties in emergency or as agreed by supervisor. (Typically in response to an accident in preschool or when other custodial coverage is not available)
- All facilities equipment and systems are in proper working condition.
- Administering all Trustee approved equipment maintenance contracts. (Not office systems like copier, etc.)
- Develop and administer all periodic and preventative maintenance schedules
- Familiar with the overall operation and schedule of the church.
- Ordering of supplies and maintaining inventory levels required to support the Church's activities. (Toilet paper, paper towels, cleaning supplies.)
- Ordering of-construction supplies and materials at the direction of the Trustees.
- Oversee duties associated with opening, monitoring, and closing the facilities. Office will issue and retrieve keys with outside groups.
- Prepare various rooms with set-up, tear-down, and daily instructions for facilities from schedule.
- Facilities security:
  - Oversee interaction with local police, fire, and public safety personnel
  - Control security system
  - Keep emergency plan current and posted properly
- HVAC System input for all events based on Church Master Usage Schedule
- Electrical system maintenance repair/replacement (i.e. lighting, wall plugs, breakers, switches, ballast, etc.)
- Plumbing system maintenance repair/replacement (i.e. faucets, toilets, urinals, water fountains, etc.)
- Mechanical equipment maintenance/repair
- Liaison and interface for all general landscaping, grounds maintenance and snow removal.
- Audio Visual/Computer Systems – understanding of systems that are in place and provide set-up support for Church activities. Will not modify systems in any way unless specifically directed by Supervisor or Trustees.
- Complete and conduct staff annual evaluations.
- Other duties as directed by Supervisor.

## **Accountability:** Reports to the Lead Pastor and receives additional direction from the Trustees.

- Serves as key liaison to Trustees regarding building matters. Attends Trustees meetings when directed by lead pastor.
- Manages facilities budget at direction of Trustees.
- Hiring and termination in consultation with Staff Parish Relations Committee (SPRC)
- Works with approval from Staff Parish Relations Committee (SPRC) regarding compensation, policy issues, and staff hiring/termination.

## **Qualifications:**

- Positive attitude of cooperation, patience and service, with an overall sense of personal

- responsibility.
- Character and conduct compatible with Christian faith.
- Understanding that the purpose of the work is to enhance the mission of the church.
- Self-motivated and self-directed to complete both required, and perceived tasks, and to handle other emerging needs
- Ability to manage the custodial staff including hiring and firing.(With direction/approval of SPRC)
- Ability to interface with staff, trustees, and parishioners
- Experience as a Facilities Manager is preferred or is a plus
- Good mechanical aptitude and understanding of all systems
  - HVAC
  - Electrical
  - Plumbing
  - Landscaping
  - Audio/visual/computer

REV. 11/9/17