

Job Description

Job Title: Facilities Manager

Mission Area: Mission Support

Supervisor: Senior Pastor

Full time position

Current as of: June 2022

Job Summary: Responsible for overall maintenance of both campus buildings, grounds, and equipment. Supervises and manages church and contract custodians. Oversees cleaning as well as set up and take down for scheduled activities during the week for both campuses. Primary contact for security and fire alarm calls for both campuses. Liaison with City of Centerville Police Dept., Washington Township Fire Dept. and Sheriff, contractors, maintenance organizations, and equipment suppliers for both campuses. Helps fulfill the mission and vision of Epiphany Lutheran Church through this ministry position.

Essential Duties and Responsibilities:

- Supervise the custodial staff and provide for the distribution of duties to clean and maintain all physical properties. This includes the use of volunteers that have indicated their willingness to help in these areas.
- Arrange for and maintain service contracts for waste and snow removal, HVAC preventive maintenance, and any and all required annual inspections. Also purchase essential equipment and supplies when needed, within budget guidelines.
- Coordinate volunteer groups responsible for seasonal grounds upkeep, painting, moving furniture and equipment and preparation for special events.
- Arrange for and coordinate minor repairs of church property by qualified personnel.
- As needed, secure competitive contracts with outside firms insuring cost-effective and quality services.
- Oversee the cleaning and maintenance of all church facilities and supervise the cleaning staff.
- Maintain the exterior of the churches including light snow removal in the winter and washing of windows.
- Oversee setup and tear down for church and community functions in the two campuses, coordinating with staff, church ministries or outside groups.
- Coordinate schedules of all facilities staff to cover set up and tear down of all events and activities
- Serve as primary person to be contacted in emergency situations (security and fire alarm calls).
- Coordinate the locking and unlocking of doors at both campuses.
- Attend weekly staff meetings with Church Staff.
- Maintain and prioritize life cycle maintenance list, presenting projects to the Church Council for consideration on a quarterly basis.
- Serve as point of contact for projects on the life cycle maintenance list.
- Other duties as assigned.

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Minimum Position Requirements:

- Education:** High School Diploma, 16+ semester hours of college-level courses preferred
- Work Experience:** Minimum two years maintaining and cleaning a large facility. Must be able to manage and supervise personnel and basic construction projects.
- Physical requirements:** Must be able to lift 50 pounds, move furniture and equipment, and operate industrial equipment when trained.

Preferred Skills & Experience:

- 4+ years maintaining and cleaning a large facility.
- 2+ years supervising staff in an industrial environment.
- 2+ years leading or participating in construction projects.
- 2+ years overseeing contractors for industrial maintenance and/or cleaning.