



Position Title: **Facilities Manager**

Description: The facilities manager position exists in order to maintain and care for the properties of Emmanuel Bible Church. The facilities manager works as a supporting team member to ensure that physical resources can be used strategically for carrying out the mission of the church. The variety of tasks and circumstances demand a well-rounded skill set of technical aptitude, organization, initiative, creativity, and the willingness to get your hands dirty.

Reporting Lines: Direct supervisor will be the Church Administrator; all staff positions are ultimately accountable to the Senior Pastor and Leadership Team

Areas of Responsibility and Specific Duties:

- *Inspection (20%)*
 - Routinely inspect heating, electrical, plumbing, and building systems to ensure good working order
 - Manage and assist maintenance personnel and crews (grounds keeping, janitorial, etc.)
 - Walk-through and secure all parts of the building daily, including evening security lockup
- *Special Projects (60%)*
 - Fulfill tenant maintenance requests in a timely manner
 - Complete appropriate repairs and maintenance work on church property and physical assets
 - Coordinate contractors and volunteers for major projects beyond the facility manager's skill set
- *Administrative (20%)*
 - Work with the administrator to create procedures, policies, and systems
 - Create and maintain a work binder of best practices and contacts for future employees
 - Bi-weekly meeting with church administrator for assignments, accountability, and problem-solving
 - Weekly all-staff meeting to share personal and work updates, and pray together with staff
 - Communicate regularly with all building tenants to build relationships and discern needs
- *Other tasks as assigned*

Requirements and Skills:

Characteristics: Self-starting, project management, teamwork, giving feedback, creating systems, commitment to the mission of Emmanuel

Preferred Skills: Minor electrical, basic carpentry, minor mechanical, basic plumbing

Experience: Handyman or contractor work experience is desired

Compensation:

Housing in the apartment on the top floor of the main church building, including electricity, water, garbage, sewer, and internet. The apartment includes a kitchen, living room, bedroom, and bathroom. Suitable for an individual or a couple. In addition to housing and utilities, a \$100 monthly stipend will be provided for incidental needs.

Time Commitment:

15 hours per week, year-round

(Note: As a small, family-like church, we feel that it is important for each member of the staff to be an active participant in our community, in order to build relationships and respond to needs in the most effective way. For this reason, each staff member is normally expected to participate in at least 75% of Sunday services, and these hours may be included as part of the 15 hour weekly time commitment.)

About Emmanuel

Our vision is to be a family that continually seeks to understand and participate in the realization of the Kingdom of God. Emmanuel strives to mature in faith as a family of believers by building each other up through nurturing each of our diverse strengths so that we may function together as the imitation of Christ. Emmanuel is a member of The Evangelical Covenant Church.

(sample weekly schedule on next page)



Emmanuel Facilities Manager

Sample Weekly Schedule

(The expectation is that the Facilities Manager will spend an average of 15 hours/week contributing to the health and safety of both our properties and our community. The specific schedule will likely differ on a week-to-week basis, but this sample outline provides one possible configuration as an example.)

Monday

- Independent repair work
- Grounds-keeping maintenance (mowing, edging, pressure washing, etc.)
- Meet with church administrator

Tuesday

- Independent repair work
- Walk through all rooms to ensure cleanliness and safety

Wednesday

- Facility inspections and remediation (heating, plumbing, lighting, pest control, roofing, appliances, etc.)
- Meet with church staff

Thursday

Friday

Saturday

- Check parking lot and perimeter of building for trash and debris
- Check sanctuary, foyer, and Emmanuel restrooms for cleanliness and supplies
- Cleanup alley and dumpster area

Sunday

- Morning worship service attendance and troubleshooting

Ongoing

- Daily building inspection/lockup
- Clear sidewalks of leaves, ice, or debris
- Respond to emergency janitorial or facility issues
- Participate with event setup and tear down, as needed
- Although outside contract workers will regularly be employed for basic janitorial services, it is the responsibility of the Facilities Manager to ensure that the building stays organized, clean, and sanitary on an ongoing basis. This may require additional time spent cleaning and maintaining the space each week as needed.

To apply for this position, please send your letter of interest to:
bob@emmanuelphinneyridge.org

Expected start date: June 1, 2020