

FOREST HILLS PRESBYTERIAN CHURCH

JOB DESCRIPTION

FACILITIES MANAGER

Purpose

The purpose of this job description is to define the role of the Facilities Manager as follows:

- Keep Forest Hills Presbyterian Church's building and grounds clean and orderly; perform basic preventative maintenance and repairs.
- Set up church/rooms for use as needed.
- Keep Pastor, Office Manager, and Facilities Committee advised of hazards/concerns about the condition and maintenance of buildings and grounds.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required:

- Education and experience --High School diploma or GED, with three to five years related experience or training.
- The ability to communicate effectively in writing and verbally. Example: the ability to read, communicate, comprehend, and conduct instructions, short correspondence, texts, emails, and memos.
- The candidate for this position must have adequate reliable transportation.
- The candidate must be a self-starter, capable of taking initiative.
- Being responsible and accountable to other staff members with whom he or she will be working.
- Must have their own tools and their tools must be in good working condition.

Hours

The position is 20 hours a week with up to 5 hours of unscheduled time, Monday through Thursday 9:00 AM to 2:00 PM, with adjustments for special projects or events that may require additional hours.

Compensation and Benefits

As specified in the FHPC Personnel Policies and Procedures Manual.

Accountability and Working Relationships

Supervision: The immediate supervisor is the pastor of the church, who is the head of staff. In addition, the Facilities Manager coordinates with the Chairperson of the Facilities Committee.

Job Performance Evaluation and Review: The pastor and representatives from the Personnel Committee will hold an annual review and evaluation with the Facilities Manager. Criteria for the review are performance appraisal forms and a personal interview. The purpose of the review is to assess job performance and provide support for a continued good working relationship with the church.

Duties and Responsibilities

- Perform routine maintenance and basic repairs.
- Paint and maintain finishes.
- Monitor heating/cooling thermostats making sure they are turned on or off as required.
- Monitor all electrical connections.
- Check on structure, roof, leaks, etc.

- Monitor Air Conditioning systems on all buildings.
- Investigate any plumbing issues.
- Triage issues to see if able to fix or if a service technician needs to be called.
- Close and lock all appropriate doors before leaving. Close and lock entrances, exits as required each day and after special events.
- Prepare Church for services.
- Monitor all lights are working and replace bulbs as needed.
- Provide inventory list of needed supplies to Office Manager.
- Fire system: Make sure is working properly and inspected, tested and recertified once a year. This inspection is normally done by our monitoring company in this case EEI security. Fire Extinguishers around the campus, including the Learning Center, make sure they are inspected and recertified twice a year to be done by a state certified company.
- Security alarm system (sanctuary, to include church offices and the manse). Make sure is working properly and call for repairs if needed.
- Communicate with the housekeeper.
- Assist the Learning Center with any emergency they may have.
- Water the grass during city-allowed weekly watering times.
- Attend the staff meetings and the Facilities Committee meetings.
- Monitor and maintain sprinkler system.
- Report safety and repair issues.
- Assist in taking down and putting back seasonal decorations.

AS NEEDED

- Perform needed set-up before and after weddings, funeral services, and all other major events.
- Provide support to Church Committees for events.
- Make sure all church equipment i.e. ladders, tables, chairs are properly maintained and stored appropriately.
- Clean outside light fixtures.
- Serve as liaison contact for technicians and tradesmen engaged to perform work on the Church property.
- Open and close church before and after functions.
- Other duties may be required.

Physical Demands

The individual in this position must possess the physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities.

This includes but is not limited to:

1. The ability to safely work with power tools such as drills and saws.
2. The ability to climb steps and ladders as well as to bend, pull and push.
3. The ability to move and carry objects.
4. The ability to carry and lift a minimum of 50 lbs.