

BONHOMME PRESBYTERIAN CHURCH FACILITIES MANAGER JOB DESCRIPTION

The Facilities Manager position requires extensive management, technical, mechanical, construction and inter-personal experience and skills. The Facilities Manager must be aware of what is happening in and to the entire church facilities, including all property owned by the church. In addition, the Facilities Manager must be aware of all church functions and uses, including all non-church groups that meet and all activities that occur within the church facility and grounds. To the extent possible, the Facilities Manager should stay informed regarding the relationships and the physical needs of members, friends and guests. The Facilities Manager is the representative of the church when dealing with all those using church property. This is a full-time, exempt position, that includes insurance and retirement benefits, with some weekend and evening hours required. The Facilities Manager is to be available by phone for emergency consultation.

Duties and Responsibilities

- In order to maintain close communication with the church staff, the Facilities Manager is to attend all regular staff meetings and any additional meetings as needed. the Facilities Manager will lead regular meetings of the Building and Grounds Ministry each month.
- In conjunction with the Staff, the Facilities Manager is to ensure that set-ups (tables, chairs, audio/visual equipment, etc.) are arranged in a timely manner. The Facilities Manager is responsible that the rooms, tables, chairs, equipment are returned to their original state and cleaned after they have been used.
- Coordinate with the Church Accountant to purchase all supplies needed for the efficient operation of the church facility. Keep an accurate accounting of all such expenditures.
- Oversight and training of the facility custodian. The custodian is responsible for opening and closing the facility each day including a full facility inspection to be sure the lights are turned out and the facility is secure each night. The custodian is also responsible for regular church cleaning tasks.
- Oversight of the contractual cleaning service's onsite person, who in conjunction with the building custodian, cleans the facilities.
- Negotiate and review contracts for various types of necessary work that cannot be performed by church staff or volunteers or by the Facilities Manager. Oversee work being performed on church property by contractors and others hired by the church.
- Stay abreast of facility and safety and fire codes that apply to the facility. Be sure that the church and all groups using church facilities are in compliance.
- Monitor and maintain the Church's Door access system and control as well as the security camera system and maintain any other security systems the Church may add.
- Constantly make incremental changes toward making the Church's facilities as energy efficient as possible. (i.e. replacing incandescent lamps with LED's)
- Monitor and maintain the Church's fire alarm systems.

Maintenance

- Regular normal maintenance of the church facility and church owned structures shall include:
- Cleaning of the church facility, in collaboration with the building custodian and contracted custodian.
- Maintenance of exterior and interior of the facilities including heating, air conditioning, electrical, plumbing and structural needs. Also includes painting, floor care, and maintenance of all bathroom facilities.
- Readyng the facility for each change of season and normal winterizing work. Assure that snow removal from parking areas and walkways is done in a timely and safe manner.
- Help with decorating of worship spaces during particular seasons important to the life of the church and then removing and storing decorations after events and services have taken place.
- Prepare sanctuary for weddings and concerts and other special events.
- Installing and removing graphic communications.
- Oversee maintenance of parking lots.

Evening and Weekend Responsibilities

- The Church is used by outside groups for concerts, meetings and other special events. The Facilities Manager and staff are responsible for knowing how and when the facility is being used. The Facilities Manager is responsible for working with event contacts, so the rooms are ready for each event and for being sure the facility is ready for regular use. An approved and trained delegate of the manager is to be “on site” for these events. The facility must be cleaned and ready for services on Sunday morning and regular use each Monday morning. The facility must be secured and locked after each event.

Send resume to jgreen@bonpres.org