

BEREAN BAPTIST CHURCH

Fayetteville, NC 28314



Job Description:

Facility Manager/Maintenance

Dated Revised September 4, 2017

Responsible to Executive Pastor

Purpose

- The role of the Facilities Manager is to keep the church campus appropriately set up for the various usages of the church and serve in keeping the facilities clean and attractive and in maintaining the church buildings and systems. This is a full time position. This includes serving as the poc for all buildings and grounds issues, general maintenance, oversight of all building equipment, and supervision of maintenance and custodial staff. It also includes managing and performing large projects as needed. This position reports to the Executive Pastor. The Facilities Manager position is largely unsupervised and requires self-motivation, accountability for time and expenses, and integrity.

Skills and Qualifications

- A minimum of five years' experience managing employees
- Able to work a flexible schedule and with the understanding that special events and large church gatherings will be a part of regular schedule.
- An ability and desire to see issues and care for them
- Strong desire to work in a Baptist church
- Demonstrate a servant's heart
- Common sense and ability to work through problems
- Able to organize work, set priorities and work independently
- Able to become familiar with all aspects of the facilities and systems
- Discretion and confidentiality in all matters related to church members and church business
- Possess the abilities needed to fulfill the assigned responsibilities of this position
- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision
- Good verbal and written communication skills
- Ability to learn and develop new skills and adapt
- General knowledge and working ability in painting, wood working, electrical, plumbing, building, carpet installation, HVAC, alarm systems, irrigation, and vehicle maintenance and repair
- Must be able to lift at least 75 pounds, drive a van/trailer, and be able to work in an environment where there is dust, cleaning fumes, and a variety of other allergens.
- Must be able to stand on feet during an 8 hour working day. This does not include scheduled breaks.
- Must be able to carry a minimum of 50 pounds a distance of up to 400 yards
- Must be able to raise arms over head for a minimum of 15 minutes at a time without difficulty

Responsibilities

- Manage renovations and projects. Perform tasks needed to accomplish the project cost effectively
- Monitor church property inventory and conditions
- Order supplies, maintain appropriate inventory and develop and maintain good relationships with vendors
- Maintain budget, documentation on all service agreements, warranties, safety related documentation, invoices, etc.

- Draft specifications for contracted work, prepare statement of work, gain approval of proposal, obtain bids, assist with the selection, oversees performance functioning as the point of contact between outside contractors and BBC. Communicates with Executive Pastor with regards to work to be done and payment for contracted work
- Opening, closing, preparation and cleaning of all facilities and grounds for all functions. Including energy management and electronic access control to the buildings
- Completion of room set ups for regularly scheduled and special events. Oversee proper use of building by all persons during activities at the church
- Prepares schedules of preventative maintenance for all aspects of the buildings and equipment
- Develop clear and simple written instructions for routine usage and maintenance of buildings
- Maintain church-owned vehicles, including inspection and registration
- Responsible to ensure that the campus grounds are maintained, including storm drain system, landscaping, mowing, raking, pruning, trimming, tree trimming, removal of litter, trash and debris and/or supervision of grounds-keeping crews, whether on BBC payroll or outside contracted workers
- General understanding of the heating and cooling systems, plumbing, elevators, electrical, landscaping, and irrigation equipment and tools inside and outside of the building
- Perform or cause to be performed any necessary inspections on fire systems and/or extinguishers, storm drain system, elevator, or other facility related inspections needed to be compliant with governmental codes
- Oversee and help to organize the overall planning of setups and cleaning, including supervision of custodial and maintenance staff
- Aid with building security
- Be prepared to do other custodial and maintenance duties as needed
- Be available for emergencies of those using the building
- Supervise, assist and direct all maintenance and custodial staff
- Work with church staff to plan yearly budget for maintenance
- Attend weekly staff meetings
- Performs other duties and tasks as assigned

Position Details

- Must be a tithing member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must be on campus during BBC service, BBA events and special events as requested
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel or Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations

Benefits

- COLA based on annual SSA percentage
- 2 weeks paid vacation
- LTD and ADD group insurance coverage
- Paid holidays per the church employee handbook
- 7 sick days and 5 personal days annually per the church employee handbook
- Free entrance to all home BBA sporting events