

JOB DESCRIPTION: FACILITIES MANAGER

Mount Olive Lutheran Church Rochester, MN 55901

Part Time 10 hours Per Week

Reports directly to Senior Pastor

POSITION SUMMARY:

The Facilities Manager at Mount Olive Lutheran Church is responsible for maintaining the church buildings and grounds. The Facilities Manager performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and event coordination. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination. The Facilities Manager has a clear understanding of acceptable business practices in relationship to church teachings. The Facilities Manager has the ability to collaborate with and support the pastoral staff, church staff and volunteers.

MAJOR RESPONSIBILITIES:

1. Manages and performs all work related to the maintenance of church buildings including but not limited to HVAC, plumbing, electrical, custodial and security of the church.
2. Maintains equipment on church grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs. Performs repairs as needed.
3. Develops and manages the facility work order system. Assigns tasks to the appropriate team members and/or Property Committee member(s).
4. Oversees and provides custodial needs of the church.
5. Oversees and provides event coordination. Ensures proper scheduling of set up and take down for meetings, events, worship, weddings, funerals, and otherwise as directed.
6. Keeps buildings safe by making sure they meet building code requirements.
7. Works with the Senior Pastor to report problems, solutions, and costs associated. Provides a weekly status update on any pending project to the senior pastor.
8. Supervises all church groundskeepers, maintenance and custodial employees.
9. Promotes a positive team attitude with employees and volunteers.
10. Develops, oversees and may assist teams of volunteers providing church maintenance services such as cleaning, painting, and landscaping.
11. Supervise contractors and vendors as they relate to maintenance.
12. Develops and maintains a relationship with all contractors and vendors ensuring efficient facility operations.
13. Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials. Maintain church MSDS system.
14. Works with Senior Pastor, President of Council, Church Treasurer and Finance Chair to manage annual facility budget.
15. Manages and controls the security system. Manages the key distribution inventory list to members and organizations who access Mount Olive Lutheran. Reviews the distribution annually with senior pastor and council president.
17. Assists church IT department when a change needs to be made requiring a change to facilities.
18. Regularly inspects church properties for areas of concern.
19. Manages relationship with rental tenants as needed. Addressing any maintenance concerns.
20. Ensures compliance and implementation of policies as they relate to church facilities.

21. Provides general carpentry on parish properties as needed.
22. Supervises the snow removal as needed.
23. Supervises lawn maintenance and landscaping as needed.
24. Attends staff meetings and Council.
25. Serves as primary contact for facility related emergencies, which may require evening and weekend work.
26. Works in collaboration with the Property Team meeting monthly and as needed to ensure timelines and goals are being met with the facilities projects.
27. Works in collaboration with the Senior Pastor, Church Administrator and Treasurer planning the budget each year for the church facility.
28. Responsible for the managing of, oversees and provides event coordination. Ensures proper scheduling of set up and take down for meetings, events, worship, weddings, funerals, and otherwise as directed. Keeping the senior pastor informed of all plans that involves and coordinates a congregational volunteer member committee.

REPORTS TO:

Senior Pastor

QUALIFICATIONS:

1. Must have good interpersonal skills and familiarity with the Church as an organization. Must work effectively with and collaborate with the Pastoral staff, church members, church staff, church council and church committees.
2. Is self- motivated and willing to serve.
3. Ability to execute projects systematically.
4. Good craftsmanship.
5. Proficient in computer applications using Word, Excel, Outlook, Publisher, Quick Books etc.
6. Good organizational and communication skills.
7. Minimum of 3 years of experience in facilities management and supervising others.
9. ELCA employment requirements must be met.
10. Ability to safely lift 50 lbs.

General Standards:

- A person of faith who models the Christian life through word and action
- Supports and communicates the mission and vision of Mount Olive's leadership
 - Able to work well independently while also functioning as part of a team
 - Willing to assist other staff as needed
 - Organized, responsible and dependable
- Regularly coordinates schedule with Senior Pastor
 - Works independently under the direction of the Senior Pastor
 - Submits weekly time sheets to Senior Pastor
 - Arranges vacation and time off with Senior Pastor
- Must work well under pressure and be self-motivated
- Responsible for keeping confidentiality
- Is honest and adheres to the highest standards of conduct
- Is intentional about self-care and family time in his/her weekly schedule