



Facilities and Building Manager Job Description

Accountable to: Administrative Director

Job type: Non-Exempt, part-time. Requires flexibility in work hours including working Sunday morning.

Salary range: \$25-28 per hour

Job Overview

The **Facilities and Building Manager** is responsible for the day-to-day operation, maintenance, safety, and appearance of all church-owned facilities, including the church, preschool, parsonage, grounds, and related properties.

This is a working facilities management position requiring both administrative oversight and hands-on maintenance. The Facilities and Building Manager is expected to personally perform routine maintenance and repairs whenever appropriate while coordinating and supervising outside contractors for specialized work. The position requires regular physical activity and the ability to safely access all areas of the property, including rooftops, ladders, mechanical spaces, and outdoor facilities.

Essential Duties and Responsibilities

Facilities Maintenance

- Perform routine building maintenance and basic repairs, including plumbing, electrical, carpentry, painting, hardware replacement, and general handyman tasks within the scope of the position.
- Diagnose maintenance issues and determine whether repairs should be completed in-house or by qualified contractors.
- Develop and maintain a preventive maintenance schedule for all buildings and equipment.
- Conduct routine inspections of all buildings, grounds, playgrounds, parking lots, sidewalks, lighting, and mechanical systems.
- Ensure facilities remain clean, safe, functional, and welcoming.
- Maintain maintenance records, equipment inventories, warranties, and repair histories.

Grounds and Exterior Maintenance

- Regularly inspect roofs, gutters, drainage systems, playground equipment, parking areas, sidewalks, and landscaping.
- Coordinate seasonal maintenance and monitor irrigation, exterior lighting, and ground conditions.
- Perform minor exterior repairs when appropriate.

Contractor and Vendor Management

- Coordinate and oversee custodial, HVAC, plumbing, electrical, landscaping, roofing, and other contractors.
- Obtain estimates, schedule work, verify quality, and ensure completion.
- Monitor vendor performance and recommend improvements.

Safety and Compliance

- Conduct routine safety inspections and promptly address hazards.
- Ensure compliance with OSHA, ADA, fire code, and applicable building regulations and coordinate required inspections.

Budget and Administration

- Monitor facilities expenditures and recommend cost-effective solutions.
- Track maintenance expenses and assist with annual budgeting.
- Recommend capital improvements and replacement schedules.

Event Support

- Assist with facility setup and breakdown for worship services, preschool activities, weddings, funerals, and special events.
- Respond to facility emergencies as needed.

Knowledge, Skills, and Abilities

- Strong troubleshooting and diagnostic abilities.
- Ability to independently prioritize maintenance tasks.
- Excellent organizational and communication skills.
- Ability to supervise vendors and contractors.
- Working knowledge of building systems and preventive maintenance.
- Commitment to providing responsive customer service to staff and the congregation.

Working Conditions and Physical Requirements

This position is an active, hands-on facilities role and is not primarily desk-based.

The employee must be able to:

- Regularly walk the church campus, preschool, grounds, and construction areas.
- Stand, bend, kneel, crouch, crawl, reach, and climb during the workday.
- Safely climb ladders and access rooftops, attics, crawl spaces, and mechanical rooms.
- Perform routine inspections of elevated, confined, or uneven work areas.
- Lift, carry, push, and pull up to 50 pounds on an occasional basis.
- Safely operate ladders, hand tools, power tools, and maintenance equipment.
- Perform basic maintenance and repair work requiring manual dexterity.
- Work indoors and outdoors in varying weather conditions.

- Tolerate exposure to dust, noise, cleaning chemicals, construction environments, and seasonal temperatures.
- Respond to facility emergencies outside normal business hours when necessary.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position, provided those accommodations do not eliminate essential job duties.

Experience Required:

- Minimum 3 years of progressive experience in facilities management

Preferred:

- Experience in nonprofit or religious organization settings.
- Experience managing multiple buildings and exterior grounds maintenance.

Key Competencies

- Demonstrated experience performing hands-on building maintenance and general repair work, including basic plumbing, electrical, carpentry, and mechanical troubleshooting.
- Ability to manage multiple vendor relationships.
- Strong understanding of building systems.
- Skilled at managing multiple projects and competing priorities while meeting deadlines.
- Analytical mindset with ability to troubleshoot complex facility issues.
- Experience with budget management and cost analysis.
- Commitment to maintaining safe, secure, and welcoming environments.
- Understanding of church mission and dedication to supporting ministry objectives.