

Job Description

Facilities Manager

Position Description:

Manage the maintenance, upkeep and improvements of the Advent Life Ministries campus. The Facilities Manager will supervise the maintenance of all Advent buildings, special project needs, and grounds of the ministry, direct staff, and oversee the upkeep of equipment and supplies. Manage all facilities personnel, and contracted facilities service providers.

Mission:

Provide for an inviting, attractive, safe, comfortable, productive physical environment for church members, guests, students, tenants and employees.

Areas of Responsibility:

Administration: 65%

- Develop, execute, monitor and report the departments strategic plan
- Develop site improvement and maintenance plan
- Manage employees
- Review/prioritize work items
- Give work direction
- Manage outside contractors/vendors
- Interface with Ministry Pastors and Directors via weekly meetings
- Research vendors, supplies, contractors, equipment
- Solicit/evaluate/accept proposals for large repairs
- Make recommendations for facility improvements
- Track expenses
- Assist with annual expense and capital budget preparation
- Hands on: 20%
 - Help staff with work items (i.e., discuss, give advice, physically assist)
 - Order/purchase/pick-up parts, equipment, supplies
 - Train staff on applicable technology and service equipment safety
- Manage AC systems: 15%
 - Maintenance and repair - 8%
 - AC scheduling (thermostat program) - 7%
- Additional duties as assigned.

Knowledge, skills, abilities:

Basic understanding of the principals of construction, carpentry, electricity, plumbing and air conditioning, grounds maintenance and property management.

Job Skills

- Analytical Skills: Facilities managers must look at a lot of different information and make decisions based on needs and budget concerns.
- Communication: Facilities managers talk to their employees, and work with management to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.
- Attention to Detail: Quality control is a large part of a facilities manager's job. Making sure cleaning, upkeep and safety standards are maintained, or deficiencies are discovered, is key.
- Leadership Skills: Facilities managers must motivate and coordinate employees, as well as deal with any disciplinary issues that may come up.

Required education:

High School Diploma

Trade school and job related experience a plus.

Experience:

Project management, people management, construction, building maintenance, property management.

Additional Requirements:

The Facilities Manager and staff may be required to work shift work including weekends, evenings, and holidays.

Reporting:

Report to Advent's Business Manager

Salary: \$45,000.00