

SUNSET PRESBYTERIAN CHURCH POSITION DESCRIPTION

POSITION TITLE: Facilities Lead
INCUMBENT:
REPORTS TO: Church Administrator
DATE REVISED: April 24, 2024
FLSA: Part Time to Full-time (TBD)

PHILOSOPHY

The Facilities Lead should be committed to Jesus Christ and the work Christ is doing at Sunset Church (SC) and agree with the Church's Vision and Values. This person is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

POSITION SUMMARY

The Facilities Lead is responsible for overseeing daily operation and maintenance of the church campus and grounds including parking lots, building systems, general security, and the overall building campus appearance. He/she will oversee maintenance and repairs of building equipment ensuring the facility is fully operational, safe, clean and with a cohesive appearance. Responsibilities include overseeing and working directly with city, county, law enforcement, building/grounds contractors and architects for all building improvement related items. Further, he/she will forecast and manage building and grounds budget and capital improvements, manage the use of the buildings and grounds for external groups; supervise facility hosts and volunteers; plan routine maintenance; schedule service contractors; and ensure that facilities are maintained according to code.

Position involves a high degree of detail or complexity. Participation in the development of facility-related policies and procedures and education of others on compliance is required. Decisions are made within prescribed Church policy and procedural guidelines; however, independent judgment will be needed in resolving problems.

POSITION RESPONSIBILITIES

Building and Grounds Maintenance

Oversees the maintenance of SC buildings and grounds. Identifies internal and external needs of furniture and equipment, and proactively plans for and schedules preventive maintenance of building, equipment, and grounds. Manages the automated building systems including HVAC, security, and fire prevention; identifies problems, analyzes, develops solutions, and coordinates with contractors to resolve. Oversees contractors performing the work. Schedule all annual building inspections.

Performs routine minor maintenance and repair work orders to building and equipment and anticipate long-term maintenance needs. Responds to employees' and volunteers' requests for assistance with problems/issues related to the facility.

Building Use Coordination

Ensures room(s) and equipment(s) including audio-visual are set-up; oversees and/or participates in moving, setting up and rearranging furniture. Provides oversight of kitchen and proper use of equipment.

Participates in weekly Touchbase meeting with ministry hosts and/or various event team coordinators to manage building use.

Safety and Risk Management

Coordinates the church's Safety Program. Ensures all safety codes are met; ensures quarterly safety inspections are completed; identifies safety risks and takes appropriate measures to prevent accidents. Ensures hazardous products are properly marked and used; provides ergonomics expertise and assistance for staff.

Functions as a member of the Risk Management Team and other teams that may be established related to the facilities and/or their usage.

Functions as a member of the OSHA Safety Committee to review building safety and security policies, needed repairs, significant projects, and events.

Supervisory Responsibilities

Position oversees the work of ministry hosts and a variety of volunteers and contractors. Recruits, interviews, and recommends hiring of ministry hosts; manages schedules including vacations and sick leave; regularly communicates expectations and provides recognition and constructive feedback; provides cross-training in all areas; conducts regularly scheduled employee performance reviews.

Work Contacts

Maintain Internal contacts for the purpose of coordinating events and ensuring the needs of the various programs and ministries are met regarding facilities maintenance. Maintain External contacts with vendors and suppliers and for the purpose of information exchange, obtaining service bids, and overseeing the work of the contractors.

Working Conditions

The job is normally performed in an office environment. A flexible schedule may require occasional work in excess of normally prescribed work hours. Ability to occasionally lift 50 pounds and push 25 pounds.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Bachelor's degree or experience in business administration and/or Facilities Planning and Project Management and Operation and Maintenance
- Certified Facilities Manager
- Certified Purchasing Professional
- Certified Project Manager

- Knowledgeable with HVAC and Building Management Systems and Technology
- Experience and knowledge in accounting concepts and budget/forecast preparation.
- Local, state, and federal regulations and practices related to building security, safety, fire codes, etc.
- Working knowledge of fire codes, building codes and OSHA regulations for the office environment.
- Knowledge of ergonomics as applied to the office workplace.
- Emergency Preparedness and Disaster Recovery
- Strong organizational and planning skills, independent worker and highly self-motivated
- Excellent communication skills and ability to effectively work and interact respectfully with individuals.
- Management skills with supervisory techniques and ability to lead employees and volunteers in a team environment.
- Ability to negotiate, prepare bid packages for final building, vendor, and service contracts.
- Ability to use Excel, MS Word, Planning Center
- Available and on call for 24-hour emergencies.
- Ability to lift a minimum of 40 pounds and to have complete mobility and hands-on maintenance in building and grounds.
- Ability to use analytic skills in managing costs related to all aspects of facilities maintenance.
- Effectively manage contracting processes related to building maintenance and vendor/purchasing contracts.
- Readily adapt for changing needs and situations
- Communicate effectively, both verbally and in writing, with management, staff, volunteers, vendors and contractors. Use considerable tact, sound judgment, and discretion in all contacts.
- Identify/evaluate problem areas and implement effective solutions.
- Effectively supervise staff, assessing performance and supporting professional development
- Propose recommendations to leadership team.