

Job Description

Mount Calvary Baptist Church

Title: Facility Manager

Reports to: Business Administrator

Direct Reports:

Custodial Staff

Purpose of Position:

Assist the Business Administrator by maintaining the church's buildings, systems, and equipment as well as overseeing all functions of the facility.

Principal Responsibilities:

Facilitate the overall function of the church and support of its programs by coordinating and overseeing set-up of the facility for services and special events, inspecting work, investigating complaints, and taking corrective action, where needed.

Maintain inventory of janitorial and other supplies. Manage custodial staff – hiring, training, and recommending dismissals, as needed. Inspect buildings to ensure that they are kept clean and orderly. Proactively schedule and supervise heavy cleaning duties, such as cleaning floors, shampooing carpets and chairs, etc. to maximize use and manage church resources. Make recommendations for repairs and replacement, as needed. Inspect landscaping activities such as planting, maintaining trees, shrubs, flowering and lawns to ensure upkeep of grounds.

Work with vendors to secure quotes for building and equipment maintenance. Establish and maintain a preventative maintenance schedule for systems and equipment. Inspect buildings regularly for items that need immediate attention and report them to the Business Administrator.

Specific Duties:

1. Manage Facilities Management Express (FMX) system.
2. Inspect church facilities daily for cleanliness, function of equipment, lighting, etc. taking action as needed to ensure that all established standards are met.
3. Meet with custodians weekly to review activities for the week and address any pending issues.

4. Monitor heating/cooling systems and make adjustments to ensure the comfort of building occupants. Review service agreement with vendors as necessary.
5. Perform weekly inspections of elevators to ensure performance and achievement of State and any other required standards.
6. Organize and maintain appropriate documentation for all facilities and maintenance jobs, projects and equipment.
7. Maintain inventory for tools, equipment, and supplies.
8. Maintain church marketing boards at both campuses.
9. Perform other duties as assigned.

Skills: Impeccable verbal and written communication skills; excellent analytical and organizational skills; expertise in sourcing and procurement of janitorial and other supplies. People skills and business acumen essential.

Qualifications / Knowledge: Possess at least a Bachelor's degree (preferably in Facilities Management or a related field) and four to five years of supervisory experience in a church setting.

